

Student Handbook

C a t a l o g S u p p l e m e n t



*"All of acupuncture's laws first
must be rooted in the **spirit**."
Ling Shu, Chapter 8*

Swedish Institute
Acupuncture Program

Swedish Institute
College of Health Sciences

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Notice: The information contained in this handbook is subject to change at any time. Students will receive written notification of any changes made to this handbook.

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Section I

INTRODUCTION

The Swedish Institute is committed to providing students with a high caliber of professional training in the field of acupuncture. As part of that process, it is our intention to create a classroom and school environment which supports the mission and the educational objectives of the Acupuncture Program and which best facilitates the learning process for all, and provides the safety which is necessary in a professional training of healthcare practitioners. We believe that building this kind of supportive and effective environment for learning requires the genuine commitment of both students and staff to a spirit of cooperation, open communication, and respect for others.

Students are responsible for adhering to all the policies and procedures outlined in this Student Handbook.

Mission Statement of the Acupuncture Program

The mission of the Swedish Institute Acupuncture Program is to be a center of educational excellence, rooted in spirit, philosophy and practice of classical Oriental medicine, preparing students to become acupuncture practitioners with the ethics, skills and commitment to provide the highest quality compassionate healthcare.

Educational Objectives of the Acupuncture Program

Graduates of our program will be able to:

- Skillfully apply the theories of acupuncture to patient care.
- Practice acupuncture as entry-level practitioners safely and effectively within their scope of practice.
- Engage in critical analysis of Chinese medical classics to nurture innovative thinking.
- Discuss the history of ideas pertaining to the traditions and evolution of Chinese medicine.
- Communicate with biomedical practitioners and refer patients to practitioners of other healthcare modalities where appropriate.
- Demonstrate professionalism through ethical behavior, communication skills, and legal and business competence in the practice of acupuncture.

BPS/MS information, contained in this handbook relative to grading policies and/or grades, applies to students who enrolled in the program on or after January 1, 2008.

Section II

INSTITUTIONAL POLICIES

Students are expected to abide by and conform to the following Rules & Regulations of the school at all times. Each course syllabus contains detailed information regarding the policies for that course. **All policies stated in individual course syllabi are considered part of these Rules & Regulations.**

1. Student Records - Confidentiality

Permanent records are maintained in the Administrative Office. Once submitted, all original documents become the property of the Swedish Institute. Students may make arrangements in the office to review their records by submitting a written request to the Dean of Admissions & Student Services. Please submit your request several days in advance, so we may have reasonable time to schedule your review. Reference forms may not be reviewed if the student has waived their right to see them.

In accordance with the Family Education Rights and Privacy Act of 1994 (FERPA), the Swedish Institute recognizes each student's right to privacy and does not disclose personally identifiable information to a third party without specific permission from the student, or as required by law. One exception involves "directory information."

FERPA regulations state that directory information is information about a student that "would not generally be considered harmful or an invasion of privacy if disclosed."

At the Swedish Institute, we consider the following minimal amount of information to be directory information:

- Full name of the student (as it appears on the official records);
- Student's dates of attendance;
- Students' program or division (i.e. Massage, Acupuncture, Personal Training);
- Student's degrees and honors and the dates they were awarded.

Examples of circumstances in which a student's directory information might be used are:

- Announcements of scholarships;
- Posting of student's names on school property in connection with the following: a student has mail to pick up in Reception; a listing of names of students scheduled for off-site internship placements; names of those who need to see a member of the administrative staff;
- Listing of the graduate's name in their graduation program;
- Listing of graduate's name and graduation date on the website regarding alumni/placement matters

IMPORTANT NOTICE: Students who do not want their directory information disclosed under any circumstances must notify the Registrar's office **in writing**, no later than the second Friday of their first semester at school. Any student who does not opt out in this way and by the aforementioned deadline, will be considered to have granted permission for their directory information to be published.

2. **Address, E-mail and Phone Information**

Every student is required to provide the school with a current e-mail address, where mail is regularly checked. [No cost email accounts may be set up at a number of web-hosting servers, such as Yahoo.com, Hotmail.com and Lycos.com.] This will help us communicate with you more effectively. Students are responsible to update the school of any changes of address, email or phone number. There are Change of Address forms available at the reception desk for this purpose.

3. **Student I.D. Cards**

Students are required to wear their I.D. Card while in the building. I.D. cards must be presented to the Librarian when using books in the library, and I.D. badges must be worn during all clinical courses.

4. **Schedule Notification**

A Preliminary schedule of the following term's course will be posted on or about week 12 of each semester. Students will receive their individual class schedule for the following semester prior to beginning of that term.

5. **On-line Bulletin Board**

An on-line bulletin board is available to student on our website: www.swedishinstitute.edu This provides a convenient and accessible way for students to access information about class schedules, policy changes, and other vital information. The bulletin board can be accessed by clicking on acupuncture, then Current Students, then bulletin board. Type in password -- balance. CLICK ON SUBMIT (pressing enter will not work.) Most of this information is also posted in the Student Lounge. We ask that you check the bulletin boards regularly.

6. **School Closing/Class Cancellations**

In the event of severe or inclement weather or other unusual circumstances, please call the school at (212) 924-5900 and listen to the information in the voicemail recording to see if we are open or closed.

7. **If Instructor is Delayed**

Because of the importance of each class, we have established the following policies when a teacher is delayed in coming to class:

- Students are asked to notify the Reception Desk if a teacher is not present 15 minutes after class starting time.
- Students are expected to wait 1 hour for the delayed instructor to arrive. If during that time students are notified that the instructor is on his/her way to class, students are expected to wait until the instructor arrives, regardless of how long the delay. Students who leave prior to instructor's arrival will be marked absent for the class.
- If an instructor is unable to attend a class, and a substitute is not available a no-fee make-up class will be arranged.

8. **Emergency Phone Calls**

The school will not accept personal phone calls for students unless it is an absolute case of emergency.

9. Tuition Payments

Students are expected to make regular tuition payments to the school according to their prearranged Optional Payment Schedule. Students will receive a monthly billing statement. If payments are not made according to the prearranged Optional Payment Schedule, student may be suspended from attending classes and/or taking exams; student grades and/or diploma will be withheld; and late payment fees will apply.

10. Drop/Add Policy

A student may drop or add a course during the stabilization period (the first two weeks of a course). During that time a course may be added only if space allows and prerequisites have been met. Each semester you will be billed for the total number of credit hours for which you are enrolled as of the stabilization date (two weeks after course begins). Tuition charges will automatically be adjusted for any change in course load that you are granted during the first two weeks of any course. Each semester, courses dropped after stabilization but before the 8th week of the semester, will result in a pro rata tuition adjustment. Beginning with the 8th week of each semester, dropping courses will not result in a tuition adjustment. The adjustment will be based upon scheduled days of attendance.

Students dropping a course with written notification will receive a grade of "W" if grades and attendance are passing. A grade of "W" does not factor into the GPA. Students who are failing at the time of the withdrawal, drop a course at any point without written notification, or withdraw from school without written notification will receive a grade of "WF". A student who is absent from a course for more than two consecutive weeks without written notification and prior approval by the Dean of the Acupuncture Program will be considered to have dropped that course and will receive a grade of "WF". In all cases the course must be repeated at the regular per-credit tuition fee.

Students who drop all their courses will be considered to have withdrawn from school in which case the normal cancellation and refund policy will apply.

11. Change of Schedule Policy FT/PT

Requests for changes in your schedule will only be accepted in writing. "Schedule Request" forms are available at the Reception Desk. All requests will be granted based on space availability, on a first-come/first-serve basis. Absolutely no schedule changes will be granted after the second week of classes has begun.

12. Leave of Absence/Withdrawal

Students may apply in writing to take a leave of absence (not to exceed one semester). Application is by a letter to the Dean of the Acupuncture Program, explaining the reasons for the requested leave of absence, (valid reasons would include: medical issues, illness of a family member, prolonged jury duty service, etc.) Approval for the leave of absence must be given by the Dean of the Acupuncture Program. Students granted a medical leave of absence will need to submit appropriate medical clearance documents before they will be readmitted.

Students needing to withdraw from the program must notify the Registrar in writing via certified mail. A student who has withdrawn and who wishes to return to school must re-apply.

Students who leave without written notification during a semester or before a semester begins, or who do not return after a Leave of Absence, will be considered to be withdrawn, and will need to re-apply.

Withdrawal without notification will result in a grade of "WF" for all courses in which the student was enrolled.

13. **Refund Policies**

Refund policies are published in the school catalog, included in the Enrollment Agreement signed by the student and available through the Bursar's office.

14. **Lost and Found**

Any valuables, (*such as jewelry, money, etc.*) found by students should be turned in at the 5th Floor Reception Desk immediately. Missing items should be reported to the 5th Floor Reception Desk as soon as possible.

15. **Lockers/Valuables**

Lockers are provided for student use on a *DAILY BASIS ONLY* during the times students are in class, as locker space is limited. Students are expected to provide their own locks. **Lockers are not for overnight use.** All valuables should be stored in lockers during class time. Persons leaving items in lockers beyond class time may have their locks clipped. Any lock remaining on a locker after the term break commences will be removed and the contents will be emptied into a communal box placed in the Student Lounge. The School assumes no responsibility for loss or theft. Please DO NOT leave valuables unprotected in the unlocked classrooms.

16. **No Food or Drink in the Classroom**

With the exception of water there is absolutely NO EATING or DRINKING of any kind allowed in classrooms, hallways or stairwells. In order to maintain a clean classroom environment, the Student Lounge, located on the 5th floor, is the only area in the school where students may consume food and beverages.

17. **No Smoking Policy**

There is NO SMOKING allowed anywhere inside the building.

18. **No Children In School**

We regret any inconvenience caused, but for a variety of legal reasons, students may not, under any circumstances, have a child attend school with them.

19. **Grievance Procedure**

Should a student have a serious concern or complaint, there are a number of resources available. Students should first attempt to resolve difficulties informally by bringing those concerns directly to the person responsible for the action. If no resolution is reached, the complaint should be brought to the Department Chair or the immediate supervisor of the person responsible for the action. If this does not resolve the situation, a formal, written grievance is submitted to the Dean of the Program or, if appropriate, the President.

A written grievance should be initiated within thirty calendar days from the date of action giving rise to the grievance. It should contain a concise statement of the allegations that are the basis of the complaint, a careful statement of facts (including what policy or rule is alleged to have been violated), a summary of the attempts at resolution to date, and the remedy sought. An ad hoc Grievance Committee will then be convened to review the grievance and respond within a three-week period. The Committee will consist of three or more representatives taken, as appropriate to the complaint, from one or more of the following departments: Student Services, Faculty, and Administration. The decision of the Committee is final.

No adverse action will be taken against any student for filing a grievance. If a student feels that the school has not adequately addressed a complaint or concern, the student may consider contacting one or more of the following:

Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM)
Maryland Trade Center 3
7501 Greenway Center Drive, Suite 820
Greenbelt, Maryland 20770
Ph: 301.313.0855 Fx: 301.313.0912
www.acaom.org

Accrediting Commission of Career Schools and Colleges of Technology (ACCSCT)
2101 Wilson Boulevard, Suite 302
Arlington, VA 22201
Ph: 703.247.4212
<http://accsct.org/Content/FormsAndReports/Complaint%20Review%20Process%20Form%20031507.doc>

Office of the Professions
New York State Education Department
89 Washington Avenue, 2nd Floor, West Wing
Albany, New York 12234
Ph: 518.474.3817 Fx: 518.473.8577

Complaints must be in written form, and include permission from the complainant(s) for the Commission and/or the State to forward a copy of the grievance to the school for a response.

A student who wishes to file a formal grievance concerning the Swedish Institute, should **submit the grievance in writing to the Dean of the Acupuncture Program.** The Administration or a committee will then review the grievance and respond to the complainant within a three week period. No adverse action will be taken against any student for filing a grievance.

20. **Appeals for Disciplinary Decisions:**

A student who wishes to appeal a disciplinary decision rendered by the Administration **must submit the appeal in writing** to the Dean of the Acupuncture Program. When grievances or appeals are not settled in negotiation with the Dean, a Faculty Review Committee consisting of at least three faculty members may be convened to investigate the concerns and conduct a hearing. The Committee will reach its decision within thirty days. All decisions of the Committee are final.

If a student is not satisfied with the outcome of the Committee's decision; and student has followed the grievance procedure completely, student may then write to:

The Accreditation Commission for Acupuncture and Oriental Medicine

Maryland Trade Center 3, 7501 Greenway Center Dr., Ste. 820

Greenbelt, MD 20770

(301) 313-0855

www.acaom.org

Accrediting Commission of Career Schools and Colleges of Technology

2101 Wilson Blvd., Suite 302

Arlington, VA 22201

(703) 247-4212

www.accsct.org

21. Transcript Policy

The student's official transcript is prepared by the Registrar's Office. (Please note: The Swedish Institute does not issue unofficial transcripts.) Transcript Request forms are available at the school, or by visiting the school's website at www.swedishinstitute.edu.

There is a \$5.00 fee for processing each transcript. Transcripts will not be released to students who have an outstanding debt with the Swedish Institute. Requests must be in writing, signed by the student, and include the requisite fee. Simple transcript requests will be honored within 15 business days; requests involving additional forms may take longer to process.

22. Changes in School Policy

The school reserves the right, to alter, without notice, the Rules & Regulations, curriculum, schedule, faculty, or to make such changes as it may deem best for the student body and the school.

Section III

ACADEMIC POLICIES

A. GENERAL ACADEMIC POLICIES

1. **Students Prohibited from Practicing Acupuncture Outside of Classroom**

Students are not allowed to practice acupuncture or Tui Na on each other while on school premises except in regularly scheduled practice sessions which are held under the supervision of an instructor or other designated licensed practitioner. Students are not permitted to practice acupuncture or Tui Na outside of school.

Upon admission to the Acupuncture Program each student must sign a statement about the Confidentiality Policy of the Swedish Institute. All students must hold in the strictest of confidence any information about the medical condition and/or health status of all patients and/or other students. This information must not be discussed with classmates, friends or faculty members outside of a relevant class or supervised practice session.

2. **Clinical Skills Class Participation**

Classes in which students learn clinical skills require mandatory participation where students practice needling and other clinical skills on each other.

3. **Auditing Policy**

Audits are permitted only in lecture courses. To audit a course, the student must already have successfully completed that course at the Swedish Institute. All courses may be audited for a half tuition fee that will be billed to the student's account. The student agrees to audit as a non-participating member of the class and understands that he or she will not be taking course exams. A maximum of 2 students may audit a course at any one time. Permission to audit will be granted on a first-come, first-served basis and on a space available basis. A student may audit a course only once with any given instructor. The audit fee is non-refundable once the semester has begun. No credit will be granted for auditing a course.

An Auditing Request Form can be obtained from Reception. Completed request forms should be returned to Reception. Students will be notified by the Registrar's Office, just prior to the start of the semester, as to whether or not their request to audit has been approved.

4. **Professional Behavior**

The Swedish Institute reserves the right to place on probation, suspend, or expel, at anytime and without a hearing, any student who: fails to comply with the Rules, Regulations and Policies of this institution; willfully damages or steals school property; engages in unprofessional or disruptive behavior.

Unprofessional or disruptive behavior includes, but is not limited to, the following:

- Acupuncture work performed in violation of the New York State Acupuncture Law.
- Cheating (*includes looking at another student's test paper during an exam, plagiarism or other forms of academic dishonesty*);
- Behavior which disrupts the educational process in the classroom;
- Disrespectful behavior towards students, faculty, or staff;

- Failure to uphold guidelines of ethical/professional behavior as stated in “*Criteria for Professional Behavior in the Clinic and Clinical Skills Classes*” & “*Guidelines for Professional Conduct*” ;
- Failure to maintain high standards of personal hygiene (see “*Criteria for Professional Behavior in the Clinic and Clinical Skills Classes*”);
- Refusal to work on another student or an assigned clinic patient;
- Any violent behavior or threat of violent behavior toward another member of the community;
- Attending school under the influence of drugs or alcohol;

5. **Uniforms**

School and Clinic uniforms must be worn during all practical classes including Tui Na, Diagnostic and Clinical Skills, Clinic Observation, Clinical Assistantships and Clinical Internships and must not be altered in any way.

The dress code for Diagnostic and Clinical Skills Classes allows for comfortable clothing; however, jeans, shorts, short skirts, sneakers, and open-toe shoes are prohibited. For Clinic, students must dress neatly and wear short white lab coats with an identifying nametag. Fingernails are to be kept clean and short. Long hair must be tied back. Information about the school and clinic uniforms is detailed in the course syllabi. **Students out of uniform will not be permitted to participate in practical classes, or clinic, and students out of uniform for practical exams will not be permitted to take their exam.** Changing rooms are available on the 5th floor (women's) and 7th floor (men's).

6. **Wearing of Scents in Class**

Because a number of students and clients are allergic or sensitive to scents, we ask that students not wear scented products (perfume, cologne or aftershave), etc. to any classes.

7. **Professional Attire**

Students are expected to dress in a professional manner. Short-shorts and bare feet are NOT permitted except where appropriate in practical classes (e.g. Point Location classes). For safety reasons, bare feet are not allowed in the hallways or restrooms at any time. Roller blades may not be worn at any time on school premises.

8. **Audio Taping in the Classroom**

Audio taping is only permitted with the permission of the instructor for purposes of studying. Audio recordings made in class are only to be shared with other Swedish Institute students, and may not be disseminated in any public format. (Cassette players and computers should be battery-operated as cords create a hazard and outlets are limited.) Video and camera equipment including cell phone cameras may not be used in the classroom.

9. **Definition of a Credit Hour**

The program operates on a semester credit hour basis. One semester credit hour is defined as one of the following:

- 15 hours of classroom contact plus appropriate outside preparation.
- 30 hours of supervised laboratory or clinical instruction plus appropriate outside preparation.

B. ATTENDANCE

IMPORTANT NOTE:

Weekend Courses: Please be aware that an absence from a weekend class may result in automatic failure of the course. Due to the short duration of weekend courses, only a few hours of absence is usually permitted.

Attendance policies for each course are listed in the course syllabus.

Syllabi for all courses offered in the term are available for reference in the library. Attendance policies for each course are listed detailing the absence, late policies and grading criteria for each course.

In general, material covered in classes goes beyond the information available in textbooks. Therefore, every effort must be made to attend all class sessions in order to ensure that students attain the scope of knowledge that will enable them to learn and skillfully apply the theories of acupuncture to patient care.

In general, the maximum of 10% of total class contact hours per course are required to be completed to fulfill attendance requirements.

<u>For didactic courses</u>	<u>Miss Maximum</u>
3 credit hours = 45 hours	4.5 hours
4 credit hours = 60 hours	6 hours
2 credit hours = 30 hours	3 hours
1 credit hour = 15 hours	1.5 hours
0.5 credit hours = 7.5 hours	.75 hours

1. Absences

An Absence is any regularly scheduled class that is missed.

2. Over-Limit Absences

In some cases an over-limit absence may be made up (as outlined in course syllabi). Make-ups may be completed in one of two ways:

- If there is more than one section of a class, by attending a class at a different time which covers the same material that was missed. (There is a make-up fee of \$25 for each class made up in this way.)
- By arranging for a tutorial with an instructor, covering the material missed in class. A tutorial to make-up a four hour class will need to be a minimum of 1 ½ hours.

All make-ups, whether in a class or by tutorial, must be documented on the make-up form available at Reception. The student is responsible to have the form filled in by the instructor who taught the make-up class, or who offered the tutorial. The completed make-up form must be returned to the Dean before the end of the course in order for the student to receive credit for the make-up. **Only one missed class may be made up in these ways.**

3. Failure Due to Over-Limit Absences

Any absences beyond the permitted number of missed and made-up classes will constitute a failure of the course. In lecture courses, and in Clinical Observation, Clinical Assistantship and Clinical Internship, failures due to over-limit absences may be

appealed (if all other grade components are passing). A student may remain in the class and appeal the failure at the end of the term to see if the failure may be reversed. (See *"Process for Grade Appeals"*.) In practical courses, over-limit absences beyond the allowed and made-up absences will result in an automatic failure of the course. The student may no longer attend that class, and there is no appeal for these failures.

Students will be notified in writing of a failure due to absences. Where possible, notification will be given to the student by the instructor.

4. **Excused Absences**

An excused absence is any regularly scheduled class that is missed due to:

- a. Observance of established religious holiday;
- b. Death in immediate family (includes close friend/significant other).
- c. Severe illness requiring hospitalization

All other absences due to illness, doctor's appointments, injury, emergencies, delayed or disrupted transportation, etc. are **NOT** counted as excused absences. The regular absence allotment is provided to cover these absences.

Excused absences do not have to be made up, even if they are over the permitted allotment. However, the student is responsible for all work missed due to the absence. If a unit exam (not a quiz) is missed due to an excused absence, the student will be expected to take the exam upon his or her return to school.

If the number of excused absences accrued by a student is deemed by the course instructor to interfere with the student's training (i.e. the student has missed so much work that it will be difficult to catch up and/or for the teacher to evaluate the student's work), then the student will need to repeat the course(s). Where appropriate medical documentation is presented, there will be no financial penalty to the student.

All excused absences must be documented in writing. Documentation must be submitted to instructor just prior to or after the absence.

5. **Lateness**

Students who are not present at the beginning of a class will be marked "Absent". Students who arrive late will have their mark changed to "Late". In most didactic and clinical skills classes, three lates are equivalent to one absence. If a student arrives to class more than thirty minutes late, or leaves class more than thirty minutes early, the student receives a half absence on record. For all Clinic classes, two lates equal one absence. (See course syllabi.) If a student is late for a demonstration in a practical class, or is unable to perform or receive work, the student may be marked absent rather than late. In all classes, students who leave at the break or are out of class for more than 1 hour, may be marked absent at the discretion of the instructor. Absenteeism in excess of those allowed (including lateness converted to absences), as well as consistent or excessive lateness, must be discussed with the Dean of the Acupuncture Program to determine if the student's continuation with the program is warranted.

Students will be notified in writing of failure due to lateness, and may remain in the course, but will need to appeal to the Faculty Review Committee to see if the failure will be reversed. (See *"Process for Grade Appeals"*.)

6. Exam Attendance

a. Midterms and Unit exams

If a student must miss a mid-term or unit exam, the student is to call or e-mail the Director of Academic Advising prior to the exam or, if that is impossible due to the nature of the emergency, as soon as possible.

The student will be allowed to take a make-up exam within one week of the scheduled exam date or, in the case of a medical emergency, within one week of the return to classes, if the student was absent due to the following reasons:

- Documented medical emergency for one's self or a member of one's immediate family.
- Death in the family.
- Jury duty being served at the time the exam was being administered (for daytime classes).
- Weather conditions creating a situation in which it is dangerous to travel to school, such as roads closed due to flooding or ice storms.
- Observance of an established religious holiday.

Upon return to school, the student is required to supply documentation as to the nature of the emergency (doctor's note, emergency weather report, etc.)

Failure to appear for the make-up exam will result in a grade of zero for that test.

b. Exams and Comprehensive Exams

Failure to appear for an exam will result in a grade of zero for that test. Failure to appear for a final exam will result in an automatic failure of the course. Should a student fail to appear for a comprehensive examination, that student will not be permitted to continue with the next level's coursework until the comprehensive examination is successfully passed.

ONLY documented urgent and extenuating circumstances will be considered as exceptions, and ONLY if the Dean of the Acupuncture Program is notified of the situation prior to the exam time.

There is a \$100 make-up exam fee for any written final that must be made up, a \$150 make-up fee for hands-on/practical exams, and a \$200 fee for the make-up of a comprehensive exam.

7. When to Notify the School About Lateness or Absence

Please DO NOT call the school if you are going to be late or absent unless:

- a. You will be late or absent for a Clinical Assistantship, or Clinical Internship class. If Clinic is involved, **call the *Clinic at voice mailbox 205 and leave a message.***
- b. There is an emergency which prevents you from coming to school on the day of a unit, midterm or final exam, in which case, call the Director of Academic Advising at extension 152.

8. **Jury Duty**

We encourage students to arrange for any upcoming jury duty to be scheduled during the school breaks if possible so that classroom work is not missed. Students who accrue over the limit absences due to jury duty service should meet with the Dean of the Program to arrange for make-up classes or, if the absences accrued by the student are deemed to interfere with the student's training (i.e. the student has missed so much work that it will be difficult to catch up and/or for the teacher to evaluate the student's work), to make arrangements for the student to repeat the course. Where appropriate documentation of jury duty is presented, there will be no financial penalty to the student.

C. GRADES AND EXAMS

1. **Passing Grades**

The passing grade for all courses is 70. A minimum average (*classwork & exams*) of 70% in each subject must be attained before a student is considered to have passed a subject. Overall GPA of 2.0 in the baccalaureate portion and 3.0 in the Master's portion of the program must be maintained.

At the end of a semester, numerical grades are converted to letter grades and entered on student transcripts.

2. **Grade Notification**

Grades will be mailed during the inter-semester break. Please be sure that any change of address and/or phone is submitted to Reception.

3. **Eligibility for Final Exam**

Students in the BPS/MS program who have an *average below 65* in any part of their classwork (*i.e. class quizzes, clinic grade, or unit exam*) will not be permitted to take the final exam(s) for that course, and **will need to repeat that course**. This applies to all courses except those in which the grading criteria is a midterm and final exam only.

4. **Maintaining Passing Grade Average in Practical Classes**

In practical classes, students are expected to maintain a passing grade average at all times.

For students in semesters 1-4 of the full time program, the following will constitute grounds for putting the student on probation in a practical class:

- a. in classes with quizzes, an average below 65 after the sixth weekly quiz.
- b. in classes with unit exams, a grade below 65 in one unit exam.
- c. in classes with a midterm and final, a grade below 65 on the midterm.

For students in semesters 5-9 of the full time program, the following will constitute grounds for putting the student on probation in a practical class:

- a. in classes with quizzes, an average below 75 after the sixth weekly quiz.
- b. in classes with unit exams, a grade below 75 in one unit exam.
- c. in classes with a midterm and final, a grade below 75 on the midterm.

Students on probation in their practical class are required to meet with either the Dean of the Acupuncture Program or the Department Chair and draft a written plan to remedy this situation.

Should a student in semesters 1-4 receive a grade below 65 on two additional weekly quizzes, or on one additional unit exam, the student must meet with the instructor and the Dean to determine if the student should be allowed to continue in the course.

Should a student in semesters 5-9 receive a grade below 75 on two additional weekly quizzes, or on one additional unit exam, the student must meet with the instructor and the Dean to determine if the student should be allowed to continue in the course.

5. **Final Exam or Course Failures: Notification**

Any student who fails a final exam or a course will be notified **by e-mail**. Students should **not** call the school for exam grades. **Please be sure any change of e-mail address, address and/or phone number is submitted to Reception.**

Students who have a written or practical class work grade below 70%, and who fail the final exam, will ***not*** be allowed to retest and will have to repeat the course. Students who are over their absence limit and who fail the final exam will not be allowed to retest, and will have to repeat the course.

6. **Retest: For Failed Final Exams in Didactic Courses**

Students who achieve a minimum grade of 70% in all grade components of a course, other than the written final, but who fail the **written final exam**, will automatically be given an opportunity to retest providing attendance and lateness for that course are within allowed limits.

- a. The minimum grade for passing a retest is 70%. No exceptions will be made.
- b. Anyone who passes the retest will receive a grade of 70% on the retest regardless of the actual grade achieved. The 70% will be averaged in with the class grades for a final term grade.

All retesting will occur during the semester break. Anyone who is retesting will be notified of the date and time of the retest, and will need to make arrangements to be available at that time. ***Retests will not be offered at any other time.*** We regret any inconvenience this may cause.

Anyone who passes the retest will be scheduled for classes at the next level. Anyone who fails the retest will be scheduled to repeat that class at its next offering.

Comprehensive examinations are given at the completion of the third and sixth terms of study.

Students are required to receive a minimum of 70% on each of the comprehensive exam modules (Acupuncture Theory, Bioscience, and Clinical Skills modules).

7. **Failing Course Grade with Passing Grade on Final Exam in Didactic Courses**

Students who achieve a minimum grade average of least 65% before the final exam and who receive a passing grade on the final exam, but who do not receive a passing grade for the course, will automatically be given the opportunity to retest the final exam providing attendance and lateness for that course are within allowed limits.

In order to pass the course, the student must score a minimum of 75% on the retest, and the resulting course average must be a minimum of 70%.

If the student scores at least a 75% on the retest and the resulting course average is at least 70%, the final class grade will be 70%, regardless of the actual class average achieved.

If the student does not receive the minimum grade of 75% on the retest, or the resulting course average is not at least 70%, the course is failed and the student will be scheduled to repeat that course at its next offering.

All retesting will occur during the semester break. Anyone who is retesting will be notified of the date and time of the retest, and will need to make arrangements to be available at that time. *Retests will not be offered at any other time.*

8. **Incompletes**

Students who are unable to complete a final exam or hand in a final paper or project due to illness, physical injury, etc. must notify the Director of Academic Advising prior to the exam or due date. The reason for missing the exam or due date for the project must be documented in writing. A grade of Incomplete will be granted if all other requirements of the course (including attendance requirements) have been met, and if all class work grades are passing. If an incomplete is given, the student has until the end of the first two weeks of the following term to complete the requirements of the course. No retests will be offered in this case. Unless otherwise specified in the course syllabus, any incomplete not resolved by that time will automatically convert to a failure, and student will be required to repeat that course.

9. **Course Failure/Course Repeat**

Any student failing a course must repeat that course, and will not be permitted to attend any classes for which the failed course is a prerequisite until the failed course is successfully completed. **Students will be charged the regular per credit tuition for all repeated courses.** Failing a course for the second time will result in dismissal from the Program.

10. **Grade Appeals: Failure of Practical Exams**

For students in the MS Program:

If a student receives a failing grade on a practical final, he/she may appeal to the Faculty Review Committee for a retest if the student:

- achieved a minimum of 65 in all written classwork components,
- achieved a minimum of 75 in all practical class components,
- has met all attendance requirements and
- believes that there were extenuating circumstances which would warrant an opportunity to retest.

The details of this appeal process are outlined below. If the Committee decides not to retest a student after appeal, the student must repeat the course. All decisions of the Committee are final. If a student is granted a retest of the Practical Final, the minimum passing grade is a 70. Any higher passing grade will be averaged in with the class grade

as a 70 to obtain the final grade, regardless of the actual grade achieved on the retest. There is a \$75 fee for a practical final Retest.

For students in semesters 5-9 of the BPS/MS Program:

If a student receives a failing grade on a practical final, he/she may appeal to the Faculty Review Committee for a retest if the student:

- achieved a minimum of 75 in all written classwork components,
- achieved a minimum of 85 in all practical class components,
- has met all attendance requirements and
- believes that there were extenuating circumstances which would warrant an opportunity to retest.

The details of this appeal process are outlined below. If the Committee decides not to retest a student after appeal, the student must repeat the course. All decisions of the Committee are final. If a student is granted a retest of the Practical Final, the minimum passing grade is an 80. Any higher passing grade will be averaged in with the class grade as an 80 to obtain the final grade, regardless of the actual grade achieved on the retest. There is a \$75 fee for a practical final Retest.

11. Grade Appeals for Attendance Failures (Absences or Lates)

Students who have failed a course due to excessive absences or lateness (as defined in the course syllabus), may appeal to the Faculty Review Committee to reverse the failing grade, if all other grade components are passing. (See "*Process for Grade Appeals*".)

12. Process for Grade Appeals

If you meet the criteria listed above, you should write a letter of appeal upon notification of a course failure. This letter needs to be submitted by the deadline indicated in the Failure Notification letter. Address this letter to the Faculty Review Committee, c/o Dean for Acupuncture, explaining why you believe your final grade is not an accurate reflection of your knowledge of this course. **Include:**

- The name of the course,
- The name of your teacher,
- Any extenuating circumstances that you believe contributed to your failure and which might warrant your being given a retest of reevaluating your performance.
- Documentation of any make-ups and/or tutorials you have completed and any other documentation regarding absences (i.e. note from physician).
- If the failure is due to excessive lates or absences, you will need to explain in detail, with all available documentation, the reason for all absences and lates.

The Faculty Review Committee is comprised of the Dean for Acupuncture and two faculty members. The Faculty Review Committee is responsible for hearing and deciding all grade and attendance failure appeals.

In order to give the Committee time to meet, review your case, and reach a decision as soon as possible, any appeal submitted after the deadline will be automatically denied.

If you are appealing for a retest of a practical final, and are granted an opportunity, the retest will be scheduled as soon as possible. Please take time to review your course work and be prepared in case the Committee decides to retest you.

In every case of grade appeal, you will be notified of the Committee's decision as soon as it has been reached. While awaiting this decision, you should attend your next level courses so as not to miss any classwork in case your appeal is granted.

In all cases of grade appeals the Committee will review the student's grade record, attendance record, and teacher's evaluation, as well as the student's letter of appeal outlining the nature of the circumstances, before arriving at a decision. Each appeal will be decided on its own merits.

The Committee's decisions on grade and attendance appeals may include but are not limited to:

- Pass with no conditions.
- Pass with a lowering of final grade.
- Pass on academic or attendance probation with or without a lowering of final grade.
- Requiring additional written or practical work be performed, with a grade of F-conditional until work is completed successfully and on time.
- Requiring make-ups or tutorials with a grade of F-conditional until their successful and timely completion.
- Failure of course (student must repeat).

If your appeal is upheld, and you pass, you may continue on to the next level of courses. If the failure is upheld, you must repeat that course and will be scheduled for other courses for which you have completed the pre-requisites.

All decisions of the Committee are final.

13. Comprehensive Examinations

Any student who receives a grade of less than 70% on any comprehensive exam module will be given the opportunity to retest that module. Retest for the comprehensive examinations will occur during the first week of the regularly scheduled classes for the next term.

Anyone who is retesting will be notified of the date and the time of the retest, and will need to make arrangements to be available at that time. Retests will not be offered at any time.

If a student fails the retest, that student will not be permitted to continue in the program until such time as they are able to pass the exam.

Comprehensive Examinations may not be reviewed, as is the standard for Board Examinations and licensure examinations.

D. SATISFACTORY ACADEMIC PROGRESS STANDARDS

1. Maximum Time Frame:

Students are expected to complete the program in three years (9 terms). Under no circumstances can a course be repeated more than once. In all cases, students must complete the program within six years.

2. Quantitative Measurement and Qualitative Measurement:

Full Time students must also meet the following standards.

Program: BPS/MS - Full Time Students Only

Calendar: Semester

	Undergraduate Level				Graduate Level								
Before being certified for this payment	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th	13th
A student must have accrued at least this many credits	11	22	33	44	55	66	77	89	100.5	112.5	123.5	133.5	144.5
With at least this Grade Point Average	2.0	2.0	2.0	2.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0

3. Academic Probation

For students in the MS Program or in semesters 1-4 of the BPS/MS Program:

Students who have not met the Qualitative or Quantitative standards as described above will be put on Academic Probation. The maximum probationary period for students in the first four terms is one term. The maximum probationary period for students in the fifth through ninth terms is one term. A student who does not attain a minimum grade point average of 2.0 by the end of the probationary period will be dismissed from the program.

For students in semesters 5-9 of the BPS/MS Program:

Students who have not met the Qualitative or Quantitative standards of 3.0 will be put on Academic Probation. The maximum probationary period for students is one term. A student who does not attain a minimum grade point average of 3.0 by the end of the probationary period will be dismissed from the program.

4. Extenuating Circumstances

Students not making satisfactory academic progress who believe that, due to extenuating circumstances, they should be allowed to continue their courses of study may appeal to the Dean. Appeals must be in writing and students will receive a response within 10 working days. If the Dean agrees that extenuating circumstances warrant the student's continuance in their program of study, the Dean will place a letter in the student's academic file with a copy forwarded to the Financial Aid Office if the student has been receiving financial aid. The Financial Aid Office will review the student's eligibility for further financial assistance.

E. CLINIC POLICIES

1. Clinical Orientation

Attendance at Clinic Orientation is mandatory for all Clinical Observation, Clinical Assistantships, Introduction to Clinical Internship, and Clinical Internship students.

2. Make-Up for Clinic Orientation

If a student is unable to attend the Clinic Orientation, it is mandatory that the student attends a "make-up" orientation session within the first two weeks of the semester. The student should contact the Clinical Director to arrange a make-up session.

The fee for the make-up session is as follows:

The make-up for the following courses is 1 1/2 hours with a fee of \$90: (charged to the student's account)

- Clinical Observation
- Clinical Assistantship I
- Introduction to Clinical Internship
- Clinical Internship I, Ia, or Ib
- Clinical Internship 1, 2, 3

The make-up for the following courses is 1 hour with a fee of \$60: (charged to the student's account)

- Clinical Assistantship II
- Clinical Internship II, IIb
- Clinical Internship III, IIIa, IIIb
- Clinical Internship 4, 5, 6, 7, 8, 9

If the student needs to receive annual OSHA training, there is an additional fee of \$25.

3. Procedure for Clinic Shift Make-Up

Students participating in all levels of clinic are required to make-up any clinic shifts that exceed the number of absences allowed per clinic term before they can complete the requirements for graduation. Students exceeding their allowed absence time must submit a letter explaining the reason for their absence to the office of the Dean for consideration and will receive a grade of Incomplete for the clinic term. Students who are required to make-up clinic shifts may schedule a time with the Clinical Director. Students will be required to pay a fee of \$60 per make-up shift providing there is an opening available with a clinical supervisor. Since clinic supervisors are limited to four interns per clinic shift, if no supervisors are available it may become the responsibility of the student intern to arrange for a clinic supervisor to oversee the make-up clinic shift. Should this become necessary, the student intern will be responsible for payment of the full salary of the clinic supervisor for each clinic shift they are required to make-up. Clinic shift make-ups must be completed before week 14 of the same semester.

4. Clinical Requirement for Graduation

It is a requirement for graduation that during the course of their clinical internship:

- Students complete a minimum of 250 supervised treatments.

- Students who matriculated into the program prior to Fall '04 and entered Clinical Internship as of Fall '05 treat a minimum of 35 different patients.
- Students who matriculated into the program as of Fall '04 treat a minimum of 40 different patients.

5. Clinic Uniforms

Students shall dress neatly and wear short white lab coats with an identifying nametag. The dress code allows for comfortable clothing; however, jeans, shorts, short skirts, sneakers, and open-toe shoes are prohibited. In addition, fingernails are to be kept clean and short. Long hair must be tied back and perfume or cologne is not permitted.

6. Hepatitis B Vaccine

Due to the fact that students in the Acupuncture Program at the Swedish Institute may be exposed to blood or other potentially infectious materials, each student may be at risk of acquiring Hepatitis B viral (HBV) infection. Before entering Clinical Observation, all students are advised by the Swedish Institute to be vaccinated with Hepatitis B vaccine. However, each student has a right to decline the Hepatitis B vaccine. Each student also retains the right to receive the vaccine in the future.

7. Current CPR and First Aid Certification

All acupuncture students are required to have current certification in CPR and First Aid by the time they reach the level of Clinical Assistantship. These courses are offered at The Swedish Institute and are taught by American Red Cross certified instructors.

It is important to note that CPR and First Aid certifications expire. As of Jan 1, 2007, all students in clinic must maintain current certification in both CPR and First Aid until they finish all of their clinical requirements for graduation. Therefore, each student may need to take a refresher course in CPR and/or First Aid if and when his/her card expires.

F. ETHICS AND PROFESSIONALISM

1. Guidelines for Professional Conduct

We have found that holding to certain guidelines in the classroom and school can greatly facilitate an environment in which students can stay focused and satisfied. We request that all students participate in positive social behaviors which are supportive of the learning atmosphere, insuring that each person contributes to building a respectful, and professional environment.

By participating in behaviors supportive of learning, students help create an environment in which:

- Students are treated with fairness and respect by each other and staff;
- Feelings are respected and heard;
- There is a greater sense of safety in practical classes;
- The classroom setting is free of disruptions; students are able to concentrate on learning the skills and knowledge necessary to become an effective acupuncturist.

Behaviors which we believe are supportive of learning are listed below. In order to remain in good standing in the program students are expected to respect and abide by all of these guidelines.

Classroom Attendance:

- Arriving on time; arrive prior to the start of class
- Returning on time after breaks; return before class resumes after a break
- Refraining from behavior disruptive to other students' concentration and the learning environment, such as
 - a. follow established rules professional conduct in class
 - b. sleeping during class;
 - c. reading unrelated material during class;
 - d. leaving and re-entering class at any time other than break time;
 - e. use of beepers or cellular phones in class.

Interactions with Others:

- Engaging in respectful behavior towards others at all times.
- Behaving respectfully and non-judgmentally regarding peoples' differences (*ie, does not exhibit prejudice based on client's race, ethnicity, weight, gender, religion, gender identity, sexual orientation, HIV status, disabilities, physical condition, etc.*).
- Partnering with **any** available classmate during practical classes.
- Maintaining appropriate boundaries and confidentiality in practical classes and clinic.
- Engaging in clear, direct communications; giving clear feedback when appropriate.
- Accepting the responsibility for resolving conflicts that arise with other students and faculty or staff.
- Remaining open to receiving feedback from others in a non-defensive manner.

Safety Issues:

- Wearing shoes at all times in the halls, lounge, bathrooms, and classrooms.
- Washing hands before and after working with a partner, and before leaving the bathroom.

Inappropriate Touch or Speech:

- The touching of another student in an inappropriate or sexual way is considered to be a violation of both the student and the school community.
- The making of sexist, homophobic, racist, or other prejudicial comments is completely unacceptable, unprofessional, and inherently disruptive of the educational environment of the school.

2. Criteria for Professional Behavior in the Clinic and Clinical Skills Classes

Student:

- a. Demonstrates a primary commitment to the well-being of the client.
- b. Demonstrates respect for the emotional, physical and psychological boundaries of others including:
 - Listens attentively to client/partner.
 - Is receptive to feedback.
 - Makes appropriate changes in work in response to feedback.
- c. Protects the confidentiality of information disclosed by clients.

- d. Exercises good judgement and works with clear intentions; communicates in a clear and direct manner.
- e. Provides only that work which falls within the legitimate scope of practice of acupuncture and within the limits of New York State regulations.
- f. Is respectful in all interactions with clients, acupuncture partners, instructors, administrative personnel and other health professionals.
- g. Is prepared and on time for class, appointments, etc.
- h. Performs effectively and cooperates, even under stressful or challenging conditions, such as can occur in the academic environment and in clinical settings.
- i. Demonstrates a commitment to self-care and to maintaining her/his own optimal good health.
- j. Follows OSHA regulations regarding Bloodborne Pathogens including
 - personal protective clothing
 - appropriate cleaning and disinfecting of treatment space.
 - observes Universal Precautions in all practical and clinic classes. Adheres to clean needle technique in all needling and clinic classes.
- k. Is at all times attentive to hygiene including:
 - clean uniform/appropriate clothing; including personal protective clothing
 - body odor, breath freshness, nails cut short, long hair tied back, etc.
- l. Observes guidelines regarding sexual boundaries in the professional practice of acupuncture:
 - The student/practitioner is responsible for maintaining appropriate boundaries even if the client is perceived as being seductive.
 - Client undresses and dresses in private, and appropriate draping procedures are always observed.
 - The student/practitioner uses appropriate clinical terminology when speaking about body parts to the client.
 - The student/practitioner touches patient only in accordance with standard clinical procedures. The client should never be given reason to feel they have been touched inappropriately.
 - The student/practitioner refrains from flirting with the client verbally or otherwise creating a non professional atmosphere in the treatment context.
 - Dating or a romantic or sexual relationship between a practitioner and client is prohibited during the course of treatment. There is to be no personal interaction between clinic students and patients outside of scheduled clinic hours.

3. Dual Relationships

In order to avoid any circumstance which might put a student at risk or might compromise an instructor's ability to evaluate a student fairly and objectively, the following policies are in effect for both students and faculty/staff. (While the following guidelines apply to students, comparable faculty guidelines are found in faculty materials.)

a. **Dating and sexual relationships with faculty or administrative staff**

Students may not date, or become intimately or sexually involved with any faculty or administrative staff while the student is in the program, or while the student is on leave, but intends to return to the program.

Any faculty, staff member or student who breaches this policy is subject to dismissal from the Swedish Institute.

b. **Treatment Sessions with Instructors**

Students are encouraged to receive professional acupuncture treatments. However, if the treatments are with an instructor of the Acupuncture Program, to limit the development of special teacher/student relationships in the classroom, such treatments are limited to six treatments, with any individual Instructor during the time a student is enrolled at the Swedish Institute. Students who are seeking more than six treatment are encouraged to ask the Placement Director for a referral to a practitioner outside of the Swedish Institute. This policy applies whether the instructor is currently the student's instructor or not.

Section IV

ACADEMIC SUPPORT SERVICES

1. **Academic Support Workshops**

Academic support workshops on Learning Styles, Effective Test Taking, and Study Skills are offered at no cost each semester to enhance your academic program. Memos indicating dates and times of these workshops will be posted.

2. **Academic Advising**

We have a Director of Academic Advising on staff for the Acupuncture Program. The director is generally available by appointment before evening classes and during most class breaks.

3. **Practice Sessions**

Practice sessions are scheduled times when students may practice diagnostic and clinical skills under the supervision of an instructor. The schedule for these sessions is posted in the student lounge and on other school bulletin boards.

4. **Peer Tutoring Program**

One-on-one peer tutoring sessions are available to acupuncture students. Interested students should contact the Director of Academic Advising, detailing the subject they would like help in and the preferred times and dates for them to meet with a tutor.

IMPORTANT NOTE: The practicing of treatment modalities materials covered in clinical skills classes, such as needling, cupping, tui na or gua sha) is not allowed during peer tutoring sessions.

Section V

STUDENT SERVICES

1. **Library**

Swedish Institute has a cooperative agreement with Pacific College for use and access to their library courses.

Swedish Institute Library hours are 8:00 am – 8:30 pm, Monday through Friday, and 11:00 am – 4:00 pm on Saturdays. Our library contains reference and circulating texts as well as videos that can be viewed on a monitor in the library. There are computers available for conducting research and viewing on-line reviews of periodicals.

There is a wireless environment in the library. Laptop computers are available for loan and can access medical databases.

At the Swedish Institute, we do not charge for overdue books. However, if an item is not returned within 40 days of the due date (7 days for DVDs), the Library's system will automatically flag the item as "lost" and add lost item charges to the student's record. Full replacement price will be charged. When "lost" items are returned, the lost item charges are forgiven.

2. **Bookstore**

The bookstore is located on the 7th floor, and stocks textbooks, uniforms, study aids such as videotapes, charts and flashcards, and treatment tables. Hours are posted.

3. **Internet Access**

The library and the student lounge are equipped with computers with Internet access. The computers in the library are for use by students doing schoolwork, and students are asked to observe a ½-hour time limit if others are waiting. Computers in the student lounge are available for personal business such as email. There is wireless access available in the library.

4. **Financial Aid**

The Swedish Institute participates in the following Title IV Programs:

- Federal Family Education Loan Program (FFEL)
- Federal PELL Grant Program
- NYS Tuition Assistance Program (TAP)

In addition, loans are available through private sources. The Financial Aid Staff can help students determine specific amounts for which they are eligible. Students interested in applying for financial aid should apply online at www.fafsa.ed.gov. Two to three weeks after application, students will receive an award letter with the estimated award.

Partial scholarship is available. All information on financial aid is available through the financial aid office.

Important Note: All students receiving financial aid must reapply every 2 semesters.

5. **Student Advisory Council**

In each semester, students will be asked to elect a representative to the Student Advisory Council. The purpose of this group of representatives is to serve as a forum in which students can work in partnership with the administration to provide direct feedback, suggestions, and concerns about issues to the school administration and faculty.

The Student Advisory Council has been an important factor in promoting positive changes at school.

The Student Advisory Council meets twice a semester. Minutes from the previous semester's last meeting are distributed to class representatives and also posted on the electronic bulletin board on the Swedish Institute's website.

6. **Services for Students With Disabilities**

Students must also formally request from the Director of Student Services any special accommodations they require 45 days in advance of the beginning of their first term. To receive special accommodations students with disabilities must submit an evaluation performed within the past two years by an appropriately credentialed and qualified specialist (learning specialist for learning disability, medical doctor for physical disability, psychiatrist for psychiatric disability). The evaluation must include specific recommendations for special accommodation.

The library is also equipped with special computer programs to assist blind and visually impaired students.

7. **Scholarships**

The Swedish Institute offers one scholarship honoring individuals who have shown a deep commitment to the acupuncture profession and a positive presence in the classroom. This scholarship honors the parents of Jeffrey C. Yuen, the Dean for Academic Affairs, Kan Sung and Liu Yun Goon, immigrants from China, who worked hard to make a better life for their children. They encouraged Mr. Yuen's pursuit of the study of Chinese Medicine and allowed him to be ordained into the Taoist lineage. Students are eligible to apply for this scholarship if they have earned a 3.0 GPA and are currently enrolled in Clinical Internship I, Ia, or Ib, or Clinical Internship 1, 2, or 3. Students must complete the FAFSA (Free Application for Federal Student Aid) even if they do not intend to use financial aid.

8. **Alumni Services**

The Alumni Services Department provides placement services, continuing education, resources and support to our alumni. We have an alumni network through which we provide referrals for employment, private clients, office space and more. All of this can be assessed through the school's website.

9. **Referrals for Counseling**

We are aware that the program of study can be academically and emotionally challenging, offering opportunities for personal, as well as professional growth. Therefore, we encourage students to develop outside methods of self-care in physical and emotional realms which can support their advancement through the program. Referrals for low-cost counseling can be obtained from the Director of Student Services.

Section VI

SCHOOL SAFETY AND SECURITY

The safety and well being of our students, staff, faculty, clinic clients and other guests is very important at the Swedish Institute. Our college, located in Chelsea in the heart of Manhattan, is comprised of three floors and a portion of the sub-basement floor of a commercial office building. Though ours is not a typical “campus,” our concern for security and crime prevention matches that of any other college in New York City.

Crime is a national problem affecting rural, suburban, and city life. College campuses, unfortunately, are not exempt from this reality. When and where a crime will occur or who will be a crime victim is not a predictable statistic. However, being aware of risk factors, potential danger and surroundings can reduce the chances of being victimized.

The Swedish Institute wishes to provide you with information on security procedures, services and resources available at the Institute and to ask that you cooperate in crime prevention. For more information on crime and crime prevention and a list of resources, please go to our web site at [www. swedishinstitute.edu](http://www.swedishinstitute.edu). The Campus Security Report can be found in both the *Overview* and *Current Students* sections of the website.

The Swedish Institute resides on the 5th, 6th and 7th floors of 226 West 26th Street in Manhattan. We also have a practice space on the sub-basement floor of the same building. There is no “campus” per say in that there are no grounds, dormitories or multiple buildings. Our college is contained within the walls and halls of the four floors of a commercial office building. Nonetheless, safety and security are of the utmost importance and our safety measures are taken very seriously.

The Swedish Institute has video surveillance of all areas of the school during hours of operation. Security cameras are strategically placed throughout the school so that all activity can be monitored by staff. The stairwells between the three floors are not equipped with security cameras, however, these are not closed stairwells and there is a steady flow of pedestrian traffic through this area ensuring the safety of these zones.

A. Crime Reporting and Investigation Procedures

Members of the school community should immediately report a crime or any emergency to the front office, administrative office or to any faculty member. To report a crime please:

- Report to the front office. The front/reception office on the 5th floor is equipped with a “panic button” that can discreetly alert the neighborhood police precinct. If you are not able to get to the front desk, use one of the BLUE emergency phones on the 6th and 7th floors to call 911.
- Should it be deemed that a crime has taken place, the appropriate authorities (Police, Fire Department, EMS, etc.) will be called upon to work with the school to complete a thorough investigation. In an emergency situation, authorities will be called upon immediately.

- An “Incident Report” is prepared and reviewed by the Dean for Administration and Operations and other key members of the administration.
- Administration works with the appropriate authorities to thoroughly investigate the incident.
- The occurrence of a serious crime will be reported to the school community via e-mail, the college web site and bulletin board postings.
- The complainant will be directed to the appropriate resources through the Office of Student Services.

B. Sexual Assault Policy

The Swedish Institute maintains that all forms of sexual assault are unacceptable. As defined by New York Law, all sex offenses, including rape, sexual assault, forcible touching and facilitating a sex offense with a drug, are all crimes punishable by law. Issues of inappropriate touch, boundary violations and sexual assault are discussed in the Ethics and Professionalism section beginning on [pg. 21](#).

Should a sex-related offense occur at the college, Swedish Institute administration will work with the student to report the crime to authorities and will direct the student to receive proper medical attention. The college will also provide referrals for professional counseling services through the Office of Student Services. In the case of rape or sexual assault, the student is advised against destroying evidence of the crime by showering, bathing, etc. Any student found to be guilty of any sexual assault will be immediately expelled from the school.

C. Bias Crime Policy

The Swedish Institute maintains that crimes committed based on race, gender, religion, national origin, age, sexual orientation, gender identity or disability are not acceptable. Issues surrounding prejudicial behavior which may be the basis for such crimes are addressed in this Student Handbooks for each program. These issues are also covered extensively throughout the programs during classes. As with crimes of other natures, the Swedish Institute will direct students to the proper authorities and will work with authorities during investigations. Any student who commits a crime of this nature will be expelled from the school.

Information on Sexual Assault Prevention, Penalties for the commission of sex offenses according to New York State law, Bias Crime Prevention and other related issues can be found at the Swedish Institute web site at www.Swedishinstitute.edu. Please see the section “Current Students” and look for the section on Safety and Security.

D. Weapons Policy

Weapons of any variety are not allowed on campus. No one shall have in their possession a rifle, shotgun, or firearm of any kind or any other dangerous instrument or material that can inflict bodily harm on an individual or damage to the college or building.

E. Alcohol/Drug Policy

The sale or use of alcohol or drugs on school premises or during school activities is strictly prohibited. The Swedish Institute reserves the right to place on probation, suspend or dismiss, at any time and without a hearing, any student who fails to comply with above mentioned rule. (See “Professional Behavior” on [pg. 8](#))

1. Health Risks Associated with Use or Abuse of Alcohol or Drugs

Even moderate drinking or “recreational” drug use could be risky to your health. If you participate in either of these activities, you may be putting yourself at risk for serious health problems as well as problems with family, friends, coworkers and classmates.

Alcohol

The more heavily you drink the greater the potential for problems at home, work, with friends or even with strangers. Besides social problems, it can also create serious health issues. Liver disease, heart disease, certain forms of cancer and pancreatitis often develop after many years of heavy drinking. Women may develop alcohol-related health problems sooner than men and from drinking less alcohol. Remember alcohol affects nearly every organ in the body. Long-term heavy drinking increases the risk for serious health problems, some mentioned above but other conditions may also present as a result.

Even small doses lower inhibitions and will significantly impair the judgement and coordination needed to operate vehicles. Moderate to high uses cause marked impairments in higher mental functions such as memory and the ability to learn and remember information. As mentioned above, long-term use can lead to dependence and permanent damage to vital organs (brain, liver). Babies born to alcohol users may have Fetal Alcohol Syndrome, which causes irreversible physical and mental abnormalities.

Drugs

Drug addiction is a very serious disease. Initial drug use may be voluntary but long-term drug use has been shown to alter gene expression and brain circuitry, which will affect someone’s behavior. Health risks for drugs are often determined by the type of drug and the method by which said drugs are taken.

Long-term drug use will ultimately pose risks to vital organs such as the liver, lungs, heart and brain. It may also impact higher mental functions such as memory and concentration or may lead to psychological problems of paranoia and psychosis. People under the influence of drugs may have difficulty performing tasks requiring coordination and concentration. Extreme use of certain drugs can cause brain damage and lead to eventual death. There are certain drugs where one time usage could be fatal.

Source: National Institute of Drug Abuse (NIDA)

2. Legal Sanctions for Unlawful Possession or Distribution

At the Swedish Institute, there is a strict no tolerance policy for the use or distribution of alcohol or drugs on school premises or while involved in school activities that applies to all students and employees.

If a student or employee is found in possession of, using or distributing drugs or alcohol, certain procedures will be followed. (Students should refer to the Student Handbook – Safety and Security section; Institute employees should refer to their Employee Handbook). Involvement in these activities can result in suspension or dismissal from the school, suspension of duties or termination of employment. If a person violates this policy, they are also subject to the various local, state and federal laws regarding such activities.

The local, state and federal laws are numerous concerning both drug and alcohol possession and usage. You can be arrested for purchasing or attempting to purchase alcohol if you are under the age of 21. Selling illicit drugs is a criminal offense punishable by fine or a term of imprisonment depending on the offense and other factors. Driving while intoxicated is also against the law and can result in revocation of a driver's license or imprisonment.

The various offenses regarding drug and alcohol use are covered under various sections of New York State Law. There are sanctions under the Public Health Law regarding growing, manufacturing, selling or possession of controlled substances and hypodermic needles. Most crimes concerning unlawful possession and distribution of drugs are defined under the New York State Penal Law. This law contains exhaustive lists of controlled substances, offenses and sanctions ranging from minor fines to long-term imprisonment. For more information, please visit <http://public.leginfo.state.ny.us> or consult with an attorney.

Federal Laws often mimic the New York State laws in terms of punishable offenses and sanctions. Convictions at any level can greatly impact the ability to receive financial support for college. If a person is convicted of any federal or state offense involving possession of a controlled substance, they are ineligible to receive any or all Federal benefits for up to 5 years.

Also, proximity to a school or college for an offense involving a controlled substance can double the penalty received if the same offense was committed away from school property.

The laws concerning the use or sale of alcoholic beverages in New York are under the New York Alcoholic Beverage Control (ABC) Law, Vehicle and Traffic Law and Penal Law. There may also exist certain municipal ordinances. The offenses and sanctions are numerous but can involve things like: minor in possession, providing false identification for the purchase of alcohol, furnishing alcohol to a person under 21 and driving while intoxicated or impaired. Please visit the public information website listed above for more information or consult with an attorney.

3. Referrals for Treatment

Addiction is a disease and like any other disease it needs to be treated so a person can continue to lead a healthy and successful life. If you feel you are at risk for addiction or have a problem, it is in your best interest to get treatment immediately.

If you or someone you know needs help or more information please contact:

Alcoholics Anonymous (AA) World Services

475 Riverside Drive 11th floor, New York, NY 10115, 212-870-3400

<http://www.aa.org>

Makes referrals to local AA groups and provides information materials on AA program.

Al-Anon Family Group Headquarters

1600 Corporate Landing Parkway, Virginia Beach, VA 23454, (888) 4ALANON

<http://www.al-anon.alateen.org>

Makes referrals to local Al-Anon groups, which are support groups for spouses and other significant adults in an alcoholic person's life. Also gives referrals to Alateen groups, which offer support to children of alcoholics.

National Council on Alcoholism and Drug Dependence

20 Exchange Place, Suite 2902, New York, NY 10005, (800) 622-2255

<http://www.ncadd.org>

Provides telephone numbers of local NCADD affiliates (who can provide information on local treatment resources) and educational materials on alcoholism via the toll-free number.

New York Center for Addiction

598 Broadway #2, New York, NY, (212) 966-9537

F. CAMPUS CRIME STATISTICS

The Swedish Institute Advisory Committee on Campus Safety will inform students of all campus crime statistics as reported to the US Department of Education. The US Department of Education's website address for campus crime statistics is www.ope.ed.gov/security. Below are statistics for 2006-2007.

Murder.....	0
Rape	0
Sex Offenses	0
Robbery	0
Larceny	0
Aggravated Assault.....	0
Burglary.....	0
Motor Vehicle Theft.....	0
Bias Crimes.....	0
Liquor Law Violations.....	0
Drug-Abuse Violations	0
Weapons Possession	0