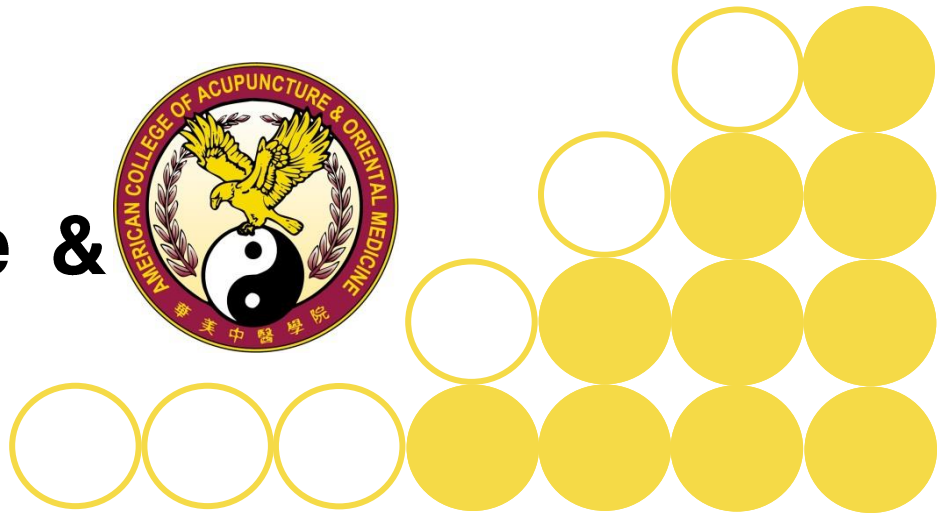


**American
College of
Acupuncture &
Oriental
Medicine**



Shaping The Future Of Health Care

**2016-2017
Student Handbook**

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American College of Acupuncture & Oriental Medicine
Student Handbook 2016-2017

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Welcome

Welcome to the American College of Acupuncture & Oriental Medicine (ACAOM). In addition to adhering to the policies of each individual academic program, individuals are also required to follow institutional policies listed in the catalog and the current student handbook. Student handbook is reviewed periodically to include updated school policies. Please refer to both catalog and student handbook for appropriate guidance as needed. We hope this information will help you have a successful and rewarding academic career at the College.

The vision and mission statement of the institution as well as the philosophies and objectives of each program are listed in the Catalog.

Academic Advising

Each student has an assigned academic advisor who will help monitor his/her progress through the program of studies. Each student, however, is responsible for following the catalog and completing coursework as outlined, especially regarding prerequisites. Before finalizing registration each semester, each student should meet with his/her advisor to ensure that he/she is progressing in a timely manner and will take the appropriate courses. A student who is not sure who his/her advisor is should check their student profile tab online in Populi at acaom.populiweb.com

Auditing a Course

Current active students and graduates may enroll in courses for auditing purposes if they have previously taken the course for-credit, and if they obtain proper administrative approval. Audits will not be formally evaluated and will not earn any credits. All didactic audits must be approved by the Registrar, and all clinical audits must be approved by the Assistant Director of Patient Services. Students taking clinical courses for-credit will receive priority scheduling. Clinical audits may not be available every semester due to scheduling and supervisor availability. Students who have not previously completed the course for-credit are not allowed to audit those courses.

Meeting Degree Requirements

All students are encouraged to maintain an accurate record of successfully completed courses and semester hours of credits as they progress through the curriculum. It is the student's responsibility to ensure that all required courses and semester credit hours have been successfully completed and that all graduation requirements have been met. A form can be obtained from the Registrar's Office,

and the student's degree audit and transcript online in Populi can be used to assist the student in this regard.

Diagnostic Proficiency Examination

Once a student enrolled in the MAOM completes certain courses, he or she must register to take the Proficiency Examination. This exam is a diagnostic indicator to allow both the student and the student's academic advisor know where the student's strengths and weaknesses exist, so that a customized remedial and/or tutorial plan can be enacted for that student.

Comprehensive Examination (MAOM Program)

To ensure that students acquire adequate knowledge before entering the internship, all students must pass all parts of the Comprehensive Examination prior to entering the Clinical phase of training. In order to preserve the educational standards and to protect patients, each section must be passed in order to begin clinical training.

Comprehensive exams are usually scheduled during the last month of the semester. No special administration or make-up examinations will be given for the Comprehensive Exam. If a student fails any of the components of the comprehensive exam three times or more, he/she will be required to do some remediation such as audit courses, receive tutoring of the component in which he/she has failed, or take a review course, as recommended by the Dean of Academic Affairs in consultation with the advisor before attempting the exam again.

Exit Examination (MAOM Program)

A written Exit Examination is given to students at the end of Clinical Internship IV. Students must pass the Exit Examination, which is given during the last two weeks of each semester, before they can graduate from the College. The Exit Examination consists of an analysis of several cases, which includes all phases of patient contact, diagnosis, treatment, care, and a practical exam which covers the whole procedure of an initial patient's visit.

Students who fail the Exit Examination are required to continue Clinical Internship IV and retake the exit examination at the next administration during the final two weeks of the next semester. In unusual circumstances, a make-up session for this exam may be conducted.

Graduates Returning to Take Additional Electives

Graduates from a program accredited by the Accreditation Commission for Acupuncture & Oriental Medicine may enroll for any course offered in the College curriculum, which was not taken during their degree program, including Special Topics courses offered on a periodic basis. Such courses may be taken for credit and, upon successful completion, will be recorded on their transcript. The most current tuition rate in effect will apply in such cases.

Student Records

Permanent records and files are kept in the Registrar's Office. A student may review his/her own files by submitting a written request. Some limited documents, such as letters of recommendation or recommendation forms, are confidential.

Official Transcripts

Transcripts can be obtained from the Registrar's office with a written request. A complete student record must be on file and all holds and financial charges cleared before a transcript can be released. Normal process time is 48 hours; however additional time may be required at the close of the semester. Official copies of a transcript will be provided for a fee of \$5.00 each. Release of the transcript will require a written permission from the student, including a signature. A transcript request form is available in the Registrar's Office.

Progress Reports/Academic Report Card

As ACAOM does not issue interim student progress reports, any inquiry about one's progress during the semester should be addressed to the particular course instructor. Final grades are provided to the student online in Populi at acaom.populiweb.com after the completion of the semester.

Grading Problems and Changes

On occasion an error may occur in recording the grade issued by the faculty member for a course. If a student suspects that such an error may have been made, the student may submit a written request to the registrar requesting a grade sheet review. If the registrar finds a discrepancy, the error will be immediately corrected. If no discrepancy is discovered, the student should contact the faculty member to inquire further. If the faculty member discovers there was an error in the grade submission, he or she will inform the registrar, and the grade will be corrected. The registrar is not authorized to change a

student's grade without proper permission from the faculty member.

Special Topics

Special Topic courses will have a grade of Pass/No Pass (P/NP). Students who are absent will be automatically considered as withdrawn (W), and no refund will be given.

Policy on Clinic Training

Special policies relating to the clinical training portion of the curriculum are contained in the Clinical Training Handbook.

Additional Requirements for Clinical Training

All students should pay special attention to the requirements that should be completed prior to beginning the clinical training experience including training in OSHA, CPR & First Aid, Clean Needle Techniques, HIPAA, as well as the receipt of a Hepatitis B vaccination.

Clinical Training Schedule

Students should be aware that the clinical training schedule is different from the regular class schedule since the clinic is not closed during breaks between semesters. All students are required to attend the clinical orientation. Students should contact the Clinic Administrator for information regarding the clinic schedule. Clinical course grades will be updated at the beginning of the new semester.

Clinical Training (MAOM)

ACAOM's clinical faculty share their knowledge and experience gained through years of practice and refinement. The acupuncture, herbal, and pain management training provides the knowledge and confidence required to move students into the field of practice. During the clinic, students will treat patients under the direction and supervision of a licensed acupuncture clinician according to patient need by utilizing acupuncture, herbs, moxibustion, electrical acupuncture, heating devices, advanced acupuncture techniques, Tui-Na, scalp acupuncture, auricular acupuncture, and other modalities. The clinic also allows students to prescribe patented herbs and granules and to prepare loose herbs. Students will learn to apply the knowledge learned from classroom studies of about 300 herbs and 200 formulas. They will learn to recognize raw herbs, diagnose and treat patients, prepare and prescribe herbal formulas.

Student Services

Students may contact Registrar's Office for any student services listed below:

Tutoring Services

Students who wish to receive academic support for missed class, preparation of comprehensive exams, or review any portion of course materials should consult their advisor and schedule for tutoring services as needed.

Personal Counseling

The Leadership Team and counselors provide basic counseling for students. For more extensive issues, the staff will refer a student to certified personnel to provide counseling. Some organizations offer a sliding scale for students based on their income, such as www.interface-samaritan.org

Use of Clinic

Students who are enrolled at ACAOM for six (6) semester hours or more during a semester are entitled to acupuncture treatments in the on campus clinic at no charge. Should herbal prescriptions be needed, the student will receive discounts on the cost of the herbs. These benefits are only for regularly enrolled and attending students during any semester they are an active student. Students receiving discounts can receive treatments when times are available. Priority in times will be given to regular patients. Students who failed to give cancellation notice 24 hours prior to their appointment are subject to \$10 no show fee.

Disability Services

Students with disabilities have equality of access to the College's classes and programs. Those who have special needs with academic adjustments and auxiliary aids should consult their faculty and submit written requests for academic support with Student Services.

Faculty Advising

Each new student is assigned to an academic advisor, and the advisor contact information is provided prior to (or at) orientation. Academic advising is available to students every semester. Students should consult their academic advisors prior to register for new courses. Advising can be done in person, via phone, email or Populi.

Free Review Courses

Students can take review courses to prepare for each of the four NCCAOM exam. The review courses are free for first time takers, any students repeating the courses will pay the tuition fee of auditing a class.

Use of Library

Library hours are posted each semester. Online library resources are available both on and off campus at all times.

Students can submit special requests to the librarian directly via library@acaom.edu

Online Access

Free use of the internet is available on the library desktop computers, as well as through campus wifi. Students will also be given an institutional email address during orientation. Students who need an address may contact the registrar.

Notices to Students—Emails

A College-assigned student email account will be the official means of communication with all students. Students, staff, and faculty are required to follow all the policies and procedures related to the use of emails. The Student Handbook lists the details of the policies.

Email address

The College's internet website at mail.acaom.edu and the associated E-mail addresses are available to all students. This will be the primary channel of communication between the institution and the members of our academic community. This will include any major announcements, school closures due to weather or emergencies, and other institutional-wide announcements. All users must be responsible for their e-mail accounts and ensure that the content of the e-mails that are sent are professional. The school will not be liable for actions made by a member via the school e-mail address, but has the right to suspend any member from using their e-mail accounts. Students not planning to check this email regularly should forward this mail to an address checked often, the librarian can assist with that forwarding activity.

Communication Policy

In order to foster efficient communication, school policy requires that all employees (faculty, staff and student workers) maintain a current and valid email address, and *check and respond* to their email at least every 48 hours during regular business hours, so that they are aware of upcoming meetings or school events, mandatory staff training, or other urgent issues, as well as students questions or concerns about classes, advising, etc. Please see full text of the Policy Manual (#1109) for additional information.

School Cancellation and Other Announcements

Administrative bulletins and notices are posted on the College bulletin board to facilitate communication between the school and the student body during the school year. When the President decides that weather or civil

emergencies require the school to be closed, an institutional-wide email will be sent to all students, staff, faculty. In addition radio and television stations will be notified. Finally, no materials, circulars, advertisements, notices, etc. may be sold or distributed on the school campus unless the materials have been submitted to the President for approval.

Notices to Students—Criminal Conviction

All students should be aware that a criminal conviction may render the student ineligible for a license to practice acupuncture in some states.

Use of Cellular Phones

The use of cellular phones is prohibited in the clinic and in the classrooms when the classes are in session. Cellular phone owners should make sure that they are set on silent mode before attending classes or the clinic.

Copying of Required Textbooks

Use of photocopies of required textbooks as a substitute for the actual textbook is strictly prohibited and is in violation of United States copyright laws.

Wireless Internet

Wireless internet access is available free on campus. Students should follow the appropriate wireless policies and procedures. For more information, students can contact the administration office.

Access to network services and all technology resources are intended to be used only for learning, teaching, and administrative purpose consistent with the College's mission and goals. Students should refrain from non-academic use of video streaming or social networking.

Books and Supplies

Textbooks, reference books, models, charts, flashcards, T-shirts and other supplies may be available for sale in the administration. Credit cards may be used to purchase these items.

Copies

Copies at a cost of 10 cents per copy are available in the main office. Please ask for assistance from the Library or Registrar's Office.

Parking

Free parking is available in the front and back of the facility. ACAOM assumes no responsibility for stolen or damaged vehicles or items stolen from vehicles.

Student Lounge/Vending Machine

The student lounge is located in the commons area is available for student use. Please assist in keeping this area clean. A vending machine is also available in the student lounge.

Change of Status

Change of Name or Address

All students are responsible for keeping ACAOM aware of any changes in name or address to minimize loss or delays of important correspondence. The registrar must be notified of such changes as soon as possible. Change of name or address forms are available at the Registrar's Office.

Drug Free Workplace & Puncture Accidents Policy

It is the policy of ACAOM to provide a safe work and learning environment, which is free from the unlawful use, consumption, sale, distribution, or possession of illegal drugs or alcohol in the workplace, on institution premises, on the premises of off campus clinics, or at any activity sponsored by the institution. Specifically, employees and students are prohibited from the unlawful manufacturing, distribution, dispensing, possession, use, or being under the influence of a controlled substance, as defined in state or federal law, during working hours or at a College related event outside normal working hours. Employees and students in violation of this policy will be subject to disciplinary action. Such action may include mandatory drug rehabilitation, suspension, or dismissal from employment or from standing as a student after granting a due process hearing to the accused.

Drug Testing

Because ACAOM is a healthcare professional preparation institution, all employees and students may be subject to random drug testing for illegal drugs.

Puncture Accidents

If any employee or student is the source of any puncture accident(s), the individual will be sent to a medical doctor

identified by the College for testing within 24 hours for HIV and Hepatitis (A.B.C) at the expense of ACAOM. Any individual in violation of this drug & puncture accident policy will be subject to disciplinary action.

Prohibited Weapons Policy

All firearms, explosive devices, and other items designed and used for weapons are strictly forbidden and prohibited on campus at all times.

Non-Smoking Policy

The campus is a non-smoking facility. Smoking is not allowed anywhere on campus, or at any of the off-campus clinic sites.

Filming/Recording Policy

No unauthorized filming, recording, or photographs will be permitted beyond the waiting room in the clinic to ensure safety and confidentiality of all patients. If you wish to record a didactic lecture, faculty approval must first sought *and obtained* before recording.

Student Government Association (SGA) Members

All ACAOM students become members of the Student Government Association (SGA) upon attending their first class after completing enrollment. The College embraces the concept of shared governance and values the ideas, efforts, support, and creativity of its students, faculty, and staff. The SGA provides an opportunity for all students to participate in the academic, social, cultural, planning, and leadership efforts to improve the College.

Qualifications to serve as Elected Officers

Full time students enrolled in and earning at least 9 semester hours or more, who are in good academic standing (GPA of 3.0 or above) and in the third semester or later are eligible to seek an elected position in the SGA in the annual election. The SGA annual election is held each fall semester during the second full week of November. A student may declare his/her candidacy for an SGA office by submitting a "Declaration of SGA Candidacy" form to the registrar by third Friday of October each year. The registrar will certify the declared candidates as eligible to serve as noted above if elected to the office to which they aspire by the end of October.

SGA Officers

The officers of the ACAOM Student Government Association shall be as follows: President, Vice President, Secretary, Treasurer, and three at large Aldermen. The primary duties of the respective officers are as follows:

The President is the chief presiding officer of the SGA at the meetings and such specially called meetings as may be necessary, which are open to all students, faculty, staff, and interested guests.

The President is also the designated ACAOM liaison to all internal and external groups or publics (except as noted for the V. P.) and serves in the capacity of a Goodwill Ambassador for the College to all constituents.

The Vice President assists the President in any and all ways including substitution when the President is unable to fill his/her normal role. In addition, the V. P. is the designated SGA liaison to the Executive Leadership Team and meets with them when requested.

The Secretary is responsible for recording and maintaining minutes of all regular and called meetings and for posting in conspicuous places and mass emailing the announcements as to meeting dates, times, and places. The secretary is also responsible for mass emailing the draft minutes of all meetings within one week of the meeting to all ACAOM students, faculty and staff. When the draft minutes are approved at the next meeting, the secretary shall note the approval with any corrections in the next emailing of the meeting minutes. The Secretary also records and preserves the meeting minutes for the three Open Forum meetings each year.

The Treasurer works closely with the Vice President of Operations to assure that all expenditures for SGA events are within the allocated SGA budget, prepares all purchase orders for expenditures in advance, secures the signature of the Vice President of Operations before processing the request, and provides an invoice to the Vice President of Operations so that all bills may be approved and paid in a timely fashion and in compliance with generally accepted accounting principles of the American Institute of Certified Public Accountants (AICPA) and local institutional auditors.

The three Aldermen shall serve as event chairs for one annual major event (Chinese New Year, Graduation, Continuing Education) and one minor event each year (New Student Welcome/Open Forum) held each semester. The President shall consult with the elected aldermen and the Vice President of Operations before naming the respective chairs of the events.

Terms

Terms for all SGA elected officers are for one (1) year and run from January 1, following the election, to December 31, following the next election. Elected officers are eligible to serve a maximum of two (2) consecutive terms, but may seek another office after serving two (2) terms in the first office.

A student who encounters an academic problem and is placed on probation shall be allowed to continue to hold the office to which he/she was elected until the end of the next semester by which time the student must have returned to good academic standing or he/she will be declared ineligible and must resign the office. SGA officers are also to remain full time students during their term of office by successfully completing twelve (12) semester hours each semester.

Vacant Office/Special Election

Any elective SGA office that becomes vacant shall be filled with a special election if more than two (2) months remain in the term of the vacant position before the next regular annual election. The Vice President of Operations shall officially declare the position vacant and call for Declarations of Candidacy for the position to be filled by a special election. The Vice President of Operations shall set the date for the special election, provided, however, that at least two weeks shall be allowed from the time of the declaration of a vacancy until the date of the special election. Students wishing to file for the vacant position must possess the credentials of the candidates for the regular election and follow the procedure set forth for the regular election, except the registrar will certify all eligible candidates within two (2) days of filing their declarations.

SGA Sponsor

The SGA shall have a mentor/sponsor from the Executive Leadership Team which will normally be the Vice President of Operations unless the President designates someone else to serve in that capacity. The Vice President of Operations shall work with the SGA Officers to review all activities and to plan new events and activities which benefit all students and the College. Specifically, the SGA shall annually review the following documents and offer advice on needed changes, addition, deletions, or revisions:

- 1) SGA Constitution and By-Laws,
- 2) The College Catalog,
- 3) The Student Handbook, and
- 4) other publications as requested.

Further, the SGA shall assure that accurate minutes are recorded and kept of all meetings and actions taken.

SGA Functions/Responsibilities

The SGA shall work with College personnel to assure success in all planned College activities and events such as, but not limited to:

- 1) Recruiting events/efforts
- 2) Orientation of new students each semester
- 3) New Student Welcome each semester
- 4) Open Forum each semester
- 5) Planning and conducting the annual election
- 6) Planning and celebrating the annual Chinese New Year celebration
- 7) The annual graduation in September of each year
- 8) The two annual Continuing Education events sponsored and held each year on the College campus
- 9) Other special events as identified and approved by the College

Intellectual Property

ACAOM encourages the production of scholarly works through research and other intellectual endeavors. These activities often result in the invention of new technology or the creation of new copyrighted material. Such results may have commercial value. While the production of commercially valuable intellectual property is not necessarily the purpose of ACAOM research and educational activities, nor the duty of anyone engaged in such activities, the Board of Governors desires that both society and the College, under the governance of the Board use all knowledge to the greatest possible benefit. Accordingly, when appropriate, the College will protect all intellectual property rights in technology and copyrighted material and use diligent efforts to make productive use of such rights for the good of the public, the author, and the College.

This Policy applies to faculty, staff (including student employees), graduate students, and contract employees (including visiting faculty, affiliate and adjunct faculty, consultant, etc.) who participate in research projects at this institution. The president will be responsible for approval of all intellectual property requests.

General Statement of Ownership

Except as noted below, all intellectual property shall be owned by the College if significant College resources were used or if it is created pursuant to a research project funded through corporate, federal or other external sponsors administered by the College.

(Eg: The College hires a person to perform a specific task which yields a product—written or invented—and the College provides the salary or the employee is paid from a

grant, the property, invention, copyright, or patent belongs to the college.)

Exceptions to the General Statement of Ownership

The author shall retain ownership of the intellectual property developed without a significant use of College resources.

(Eg: The College hires an individual to teach courses and supervise students in the Clinical Training portion of the program and that individual publishes a book of his/her theories of how to enjoy a better night of sleep by using acupuncture. The individual owns the book copyright.)

Income Sharing

The College shall share royalties, equity and other income derived from the licensing of patented inventions and other transfers of technology (including licensing of non-patented technology, material transfer agreements, etc.) with the author, unless prohibited or restricted by a third party agreement. Details of the agreement will be reached prior to marketing the intellectual properties to the public or third party.

(Eg: An employee agrees to produce a product—written or invented—if granted released time from normal duties. An agreement, reduced to writing, should be concluded in advance to share the royalties, equity, or other income.)

The Vice President of Operations (or his/her designee) shall carry out the intellectual property policy of the College as set forth and shall be charged with the following responsibilities:

- To determine whether or not the College has an interest in any invention or discovery made by a member of the faculty or staff, and shall act in accordance with the policy here set forth, and, when necessary, shall advise the President and the Board of Governors of the College what steps should be taken to protect, and, where desirable, to exploit the College's interest.
- To make such recommendations to the President with respect to any changes in the intellectual property policy of the College as may, from time to time, be deemed advisable.
- Should a claim of ownership become contested, the issue, if unable to be resolved amicably by the parties, shall be submitted to the American Association of Arbitrators (or another mutually agreed upon recognized neutral arbitrator association) for a resolution with the College and the employee mutually

sharing equally the expense of the arbitration. The arbitrator's decision shall be final.

- All funds received by ACAOM which are derived from intellectual property shared by ACAOM and an employee or student, shall be dedicated to professional development of ACAOM faculty and staff.

Online Policies

Populi

- All students and faculty will utilize Populi for online coursework.
- Students will be required to have a telephone, computer, internet access, and a webcam.
- Students will keep their Populi username and password secure and never share it with any other person.
- Faculty will set guidelines for how often students shall access Populi on a weekly basis for each course.

Online Communication Policies

- At all times, students and faculty will maintain professional and respectful communications and honor confidentiality.
- Faculty will respond to student communications within 48 hours and within work hours (M-F 8 AM – 6 PM) unless other arrangements have been made.
- To facilitate communication, faculty and students may forward their ACAOM email account to their personal email. To facilitate discussions in Populi, students and faculty may set discussions to Get Email Updates. (Computer screen will show button to say Stop Email Updates).

Late Work Policies

- You are expected to submit all assignments and projects by the due dates published in the course syllabus. At their discretion, faculty may assess penalties for late work or not accept late work. Certain course activities may not be eligible for submission after the conclusion of the week or unit. These include, but are not limited to, discussion boards, seminars, quizzes, and exams. No late work will be accepted after the end of term without an Incomplete Grade approval
- You may request an extension or alternative arrangement, preferably prior to the due date, but your request does not automatically result in a waiver of the due date or of the penalties for late submissions. Your professor will determine whether an exception to the University Late Policy is appropriate. S/he may also require you to provide documentation of the reason. If your professor determines that an extension is warranted, s/he will

provide you with the expectations for your submission or assignment in writing.

- We know that extenuating circumstances can interfere with timely submission of your work. Extenuating circumstances include, but are not limited to, personal/family member hospitalization, family member death, a severe weather event, a natural disaster, and an active military assignment that prevents internet connectivity. Computer-related issues, Internet connectivity, and account blocks are generally not considered extenuating circumstances.
- It is your responsibility as the student to contact your professor as soon as possible to discuss your issue of late work and to make arrangements.

Plagiarism

- Plagiarism is a violation of the ACAOM honor code which you signed. Simply put, plagiarism is representing the ideas or work of another as your own. ACAOM will not tolerate plagiarism in your work. To avoid plagiarism
 - You will need to use appropriate citations in all of your work (text, graphics, video, audio) with correct references at the end.
 - You will need to use correct citations and references for web resources, books, articles, graphics, video, audio, and personal communications.
 - You will need to use appropriate techniques for paraphrasing, and quoting the work of another.
- The ACAOM penalties for plagiarism may include failing grades, suspension, probation, or expulsion.
- Self-plagiarism has also been called double-dipping, in which a student submits the same work for more than one course. Students who submit work that they submitted in a prior course will face the consequences for plagiarism. Previous work may be submitted with

appropriate citation after prior approval from the current faculty member.

- Plagiarism may also occur when the student uses the services of an editor for their work and it is the responsibility of the student to ensure their work as submitted is not plagiarized. Students should consult with their faculty prior to engaging an editor for assistance.
- For more resources on plagiarism, visit the Office of Research Integrity of the U.S. Department of Health and Human Services at <https://ori.hhs.gov/avoiding-plagiarism-self-plagiarism-and-other-questionable-writing-practices-guide-ethical-writing> (Accessed 5/18/15)

Discussion posts

- Each faculty member will specify the timing and frequency of discussion posts appropriate for their particular class.
- Discussion posts will be awarded full points when they demonstrate insight, understanding, and clear relationship to the original question and subsequent posts and threads.
- An exemplary discussion post will provide relevant links to supporting materials with appropriate citations and references.
- Students will respond to their colleagues and their faculty with their personal opinions in an appropriate style.
- Posts will be readable, without spelling and grammatical errors.
- For optimal learning, a discussion will evolve into a series of posts that build one upon another to develop a depth of understanding.