



Seattle Institute of East Asian Medicine

ACADEMIC CATALOG 2023-2024

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President's Letter

Welcome!

We appreciate your interest in the graduate degree programs at SIEAM. This catalog provides a clear description of the SIEAM approach to East Asian medicine, so that you can begin to determine if it is a good fit for your educational and career goals.

SIEAM began training students over twenty-five years ago with the belief that hands-on clinical experience from the beginning of the training was the key to success. Further, we view it as essential that faculty have a minimum of ten years of clinical practice. This framework is still how we train our students to become effective practitioners. Access to Chinese language resources is a key component to a deep understanding of the medicine. We embrace the idea that patients should come first, so that students learn and practice many different forms of East Asian medicine in order to best serve the needs of their patients. A student's direct engagement with seasoned practitioners, in order to gain knowledge, both intellectual and physical, forms the structure of our program. Through this program, students develop an awareness and a sensitivity to qi, in themselves, in their patients, and in the world around them.

If you are interested in SIEAM, please visit, take a tour, sit in on our classes, meet the current students, and get a treatment in the teaching clinic. We are proud of what we have created, and we hope that you will consider making SIEAM a part of your future.

Sincerely,



Craig Mitchell, Executive Director

I. General Information

Mission Statement

“The mission of SIEAM is to train compassionate and effective practitioners of East Asian medicine who can function independently and collaboratively in patient-centered care.”

This is achieved through apprentice-style clinical experiences coupled with an integrated curriculum emphasizing case-based instruction, physical palpation skills, *qi gong* practice, and Chinese language instruction. Students practice a variety of approaches to East Asian medicine that engender awareness and respect for the validity of different healing traditions. This training allows graduates to develop their own unique approaches to the practice of this ancient medicine.

Accreditation & Approvals

Accreditation:

The Master of Acupuncture and East Asian Medicine, Master of Acupuncture, and Doctor of Acupuncture and Herbal Medicine degree programs of the Seattle Institute of East Asian Medicine are accredited by the [Accreditation Commission for Acupuncture and Herbal Medicine \(ACAHM\)](#), which is the recognized accrediting agency for the approval of programs preparing acupuncture and herbal medicine practitioners in North America. **ACAOM is located** at: 500 Lake Street, Suite 204, Excelsior, MN 55331

General telephone: (952) 212-2434

General Email: info@acahm.org

Washington State Approval:

As a long-standing accredited, degree-granting institution in Washington state, SIEAM is “continuously exempt” from state authorization and review. However, any institution granted exemption from the requirements for degree authorization under WAC 250-61 may be subject to periodic review by the [Washington Student Achievement Council \(WSAC\)](#) to ensure that all criteria for the exemption continue to be met. Any person desiring information about the requirements of this status may contact WSAC at 917 Lakeridge Way SW, Olympia, WA 98502 | info@wsac.wa.gov | (360) 753-7800.

Washington State Licensing Information:

To become licensed in Washington State (L.Ac., E.A.M.P.), an applicant graduates from a Washington approved school and passes the national exams in foundations, acupuncture and biomedical science administered by the NCCAOM. The applicant completes at least 450 hours in biomedical science (anatomy, physiology, microbiology, biochemistry, pathology and medical referral), 750 hours of acupuncture coursework and 500 hours of clinical training. The Seattle Institute is an approved school in Washington and its programs exceed all state requirements. For more information on Washington State regulation of acupuncture and East Asian medicine contact: [Acupuncture Division, Washington State Department of Health](#), Olympia, WA

Approval for Veterans' Education & Training:

The *M.Ac.E.A.M.* program at the Seattle Institute of East Asian Medicine is approved for the purposes of enrolling persons eligible to receive education benefits under Chapters 30, 32, 33, and 35, Title 38, U.S. Code and Chapters 1606 and 1607, Title 10, U.S. Code.

Academic Calendar

2022-2023	Begins	Ends
Fall Trimester	Tuesday, September 6, 2022	Friday, December 16, 2022
Winter Trimester	Monday, January 2, 2023	Friday, April 14, 2023
Spring/Summer Trimester	Monday, May 1, 2023	Friday, August 11, 2023
2023-2024	Begins	Ends
Fall Trimester	Tuesday, September 5, 2023	Friday, December 15, 2023
Winter Trimester	Tuesday, January 2, 2024	Friday, April 12, 2024
Spring/Summer Trimester	Monday, April 29, 2024	Friday, August 9, 2024
2024-2025	Begins	Ends
Fall Trimester	Tuesday, September 2, 2024	Friday, December 20, 2024
Winter Trimester	Tuesday, January 6, 2025	Friday, April 18, 2025
Spring/Summer Trimester	Monday, May 5, 2025	Friday, August 15, 2025
2025-2026	Begins	Ends
Fall Trimester	Tuesday, September 2 nd , 2025	Friday, December 12, 2025
Winter Trimester	Monday, January 5 th , 2026	Friday, April 17 th , 2026
Spring/Summer Trimester	Monday, May 4 th , 2026	Friday, August 14 th , 2026

Observed holidays where school offices, classes and clinics are closed:

New Year's Day	Memorial Day	Labor Day
Presidents' Day	Juneteenth	Thanksgiving Day Weekend
Martin Luther King Day	Independence Day	Christmas Day

Institutional Policies

Notice of Non-Discrimination:

This policy prohibits discrimination on the basis of race, sex, sexual orientation, gender identity/expression, religion, age, color, creed, national or ethnic origin, marital status, genetic information, veteran status, political ideology, and any other classification protected by law. SIEAM also prohibits illegal discrimination on the basis of physical, mental, and sensory disability and provides qualified individuals with disabilities with reasonable accommodation.

Inclusive Language Commitment:

SIEAM recognizes that *words matter*. Words that reflect racial or discriminatory bias are contrary to the values that SIEAM strives to achieve as an educational institution, healthcare facility and engaging member of its professional communities. SIEAM is committed to the use of language within our organization and its website that is respectful for everyone.

SIEAM expects all members of its community to seek to use language that is inclusive and involves: using gender-neutral terms, avoiding ableist language; focusing on people, not disabilities or circumstances; avoiding generalizations about people, religion, cultures and countries; and avoiding slang, metaphors and other words with layers of meaning and a negative history. To accomplish this, we strive to use clear, concise and direct language in all our communication. Maintaining a high-degree of professionalism helps us avoid jargon and informal colloquialisms that may be problematic in our publications, website and educational materials.

Disability Service Policy & Procedures:

SIEAM will make every effort to provide reasonable accommodations for qualified students with disabilities. The Academic Dean is responsible for coordination of services for students with a documented academic or physical disability.

Students who would like to request accommodations, should complete the following in a timely manner*:

- Meet with the Academic Dean to discuss accommodations required
 - *Untimely requests may result in delay, substitution, or denial of accommodation. Accommodations cannot be granted retroactively.
- Submit documentation* of the disability
 - *Specific documentation required to be determined on a case-by-case basis
- Submit a written request for accommodations to be reviewed by the Academic Dean and/or President
- Meet with the Associate Dean at the start of each trimester to review and adjust accommodations

Students who wish to file a complaint relating to accommodations for disabilities should follow the Student Grievance process.

Drug Free Environment Policy:

SIEAM will not tolerate the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance. Students are prohibited from participating in classes or clinic while under the influence of illicit drugs, marijuana, or alcohol. Non-compliance with this policy is grounds for immediate dismissal from the program.

Discrimination, Harassment, Abuse & Retaliation Policy:**Purpose**

The Seattle Institute of East Asian Medicine (SIEAM) seeks to provide an environment of trust and respect in all that we do. Discrimination, harassment, abuse, and retaliation destroy mutual respect and a trusting environment. This policy expresses SIEAM's commitment to maintaining an environment free from discrimination, harassment (including sexual harassment), and retaliation. This policy applies to all students, faculty, staff, patients, and others having an association with the Institute.

Conduct Prohibited

This policy prohibits discrimination on the basis of race, sex, sexual orientation, gender identity/expression, religion, age, color, creed, national or ethnic origin, marital status, genetic information, veteran status, political ideology, and any other classification protected by law. SIEAM also prohibits illegal discrimination on the basis of physical, mental, and sensory disability and provides qualified individuals with disabilities with reasonable accommodation.

Discriminatory harassment is one form of illegal discrimination. Discriminatory harassment is defined as conduct toward any individual because of a protected status that is sufficiently severe or pervasive that it has the purpose or effect of:

- Creating an intimidating, hostile, or offensive work or educational environment; or
- Unreasonably interfering with the work, academic performance, living environment, personal security, or participation in any Institute-sponsored activity.

Sexual harassment is one type of discriminatory harassment. Sexual harassment can include unwelcome sexual advances, unwelcome requests for sexual favors or requests for sexual favors in exchange for some benefit, and/or unwelcome verbal or physical conduct of a sexual nature.

Examples of conduct that may constitute sexual harassment and that are prohibited by this policy include but are not limited to the following:

- Sexually explicit or implicit communications, including jokes, anecdotes, cartoons, and requests for sexual relationships or activity, regardless of communication method (e.g., conversation, email, texting, etc.);
- Possession of items with sexual content or purpose, such as sexual paraphernalia, magazines, gag gifts; and

- Unnecessary and unwelcome physical touching.

Since SIEAM is also a patient care setting, reporting can also involve reports or concerns with patients involving child abuse, spouse abuse, elder abuse, and plans of suicide or violence towards others. All SIEAM students, staff and faculty have an obligation to report these situations in a confidential and appropriate manner, be they with other individuals at SIEAM or with SIEAM's patient population, to the appropriate individuals described in this policy.

Communicating and Reporting

Because some offensive or otherwise problematic conduct may be the result of misunderstandings or other causes, SIEAM encourages students, faculty, and staff to address any unwelcome conduct or conduct otherwise violating this policy immediately and directly with the person responsible, if possible. However, no one is required to confront a person responsible for perceived discriminatory conduct, harassment, or unwelcome behavior and instead is then expected to take the matter directly to the Academic Dean, Clinic Director, or to SIEAM's independent HR Consultant, as outlined below.

Anyone experiencing conduct that they believe violates this policy, or hearing of such conduct from another, should promptly bring the matter directly to the Clinic Director, if it involves a patient, or the Academic Dean if it involves faculty, staff or students. If for any reason an individual is uncomfortable bringing the matter to the Academic Dean, he or she shall report the matter to the President or SIEAM's independent Human Relations (HR) Consultant. SIEAM provides all students, faculty, and staff with contact information for reporting issues to the Academic Dean, Clinic Director, President and SIEAM's HR Consultant. It is a SIEAM professional and legal requirement that such reporting be done in a timely and responsible fashion in order to avoid further harm or misunderstanding within the SIEAM community. If SIEAM determines that any part of this policy has been violated, SIEAM will take prompt and appropriate action to end the prohibited conduct and to prevent it from recurring. Depending on the circumstances, appropriate action may include: counseling; training; and a range of disciplinary actions.

SIEAM will maintain as much confidentiality as possible around any report of unwelcome conduct or other policy violation, given its obligation to investigate all reports and take appropriate action, as indicated.

Retaliation Prohibited

No one shall suffer any adverse action from SIEAM or its students, staff, or faculty for making or supporting a claim of violation of this policy. Anyone believing that he or she has been retaliated against as a result of making an allegation of discrimination and/ or harassment, or supporting the claim of another person, must immediately report the matter to

SIEAM's Academic Dean. If for any reason an individual is uncomfortable bringing the matter to the Academic Dean, he or she shall report the matter to SIEAM's independent Human Relations (HR) Consultant. All reports of retaliation will be treated the same as reports of discrimination or harassment.

Procedures for Handling Harassment Concerns or Complaints

The Seattle Institute of East Asian Medicine (SIEAM) seeks to provide an environment of trust, respect, and safety in all that we do. One way in which SIEAM supports this objective is by providing students, faculty, and staff with clear avenues to report any concerns or complaints about SIEAM or individuals connected with SIEAM. Those avenues are set out in this procedure.

If a student, faculty member, or staff member has any problem or concern related to the action or inaction of SIEAM, or any individual related to SIEAM (such as a fellow student, patient, or faculty member), the individual should follow the steps outlined below.

SIEAM expects all students, faculty, and staff to exercise good faith in raising any concerns or making any complaints. If any individual brings a concern or complaint to anyone other than those listed below, the recipient of the concern is obligated to use this procedure and immediately report the concern using this procedure. In order to ensure that any and all concerns are addressed promptly, effectively, and fairly, only the people in the positions listed below (Academic Dean, Clinic Director, HR Consultant) are authorized to receive concerns or complaints and take appropriate action.

SIEAM will address all concerns raised in a manner appropriate to the nature of the issue and the circumstances involved. SIEAM will maintain as much confidentiality around any report as possible given its obligation to investigate all reports and take appropriate action.

SIEAM prohibits any retaliation against anyone who uses this procedure to raise issues and complaints.

Step 1 If possible, raise the issue as soon as possible with the appropriate SIEAM individual or individuals responsible for the issue or action underlying the concern. Communicating concerns directly can often resolve issues quickly and successfully.

Step 2 If for any reason you do not feel comfortable raising the concern directly with the responsible individual, or if you raised the issue but are dissatisfied with the response, you should promptly report your concern or complaint with the Academic Dean or Clinic Director as appropriate.

Step 3 If for any reason you do not feel comfortable raising your concern with the designated SIEAM administrators, or if you are dissatisfied with their response, you should report the concern to SIEAM's independent Human Resources consultant.

The consultant will address the issue with the appropriate SIEAM personnel or SIEAM's Advisory Board. The SIEAM/CIC Board Chair may also be contacted.

Contact Information for reporting of harassment:

1. Craig Mitchell, Executive Director

cmitchell@sieam.edu

Seattle Institute of East Asian Medicine

206-517-4541 (office)

2. Plum HR

Initial inquiries to Sarah Larsen

Sarah@plumseattle.com.

(206) 331-5916

3. Marc Russell, Chair, Board of Directors

Center for Integrated Care

mrussell@centerforintegratedcare.org

4. Katherine Taromina, Academic Dean and Clinic Director

Title IX Coordinator

ktaromina@sieam.edu

Seattle Institute of East Asian Medicine

206-517-4541 (office)

Student Complaints:

Concerns raised by students about the program can be directed to the Academic Dean at (206) 517-4541.

There are two levels of student complaints – **formal and informal:**

– **Formal complaints** are made by students against an institution that are within the scope of the complaint authority (described below).

– **Informal complaints** are complaints that fall outside the complaint authority or are made against an institution not covered by the complaint process. Informal complaints are first referred back to the institution for resolution. Typically, WSAC staff will attempt to connect the complainant to the appropriate campus resources to address their issue.

Process

1. The Washington Student Achievement Council (WSAC) receives an initial complaint from the student.
2. The complaint must be made within two years of the incident about which the complaint is made.
3. The WSAC provides the student with a complaint form. One of the questions on the form asks if the student has completed the institutional complaint process.
4. If the student indicates the institutional complaint process has not been exhausted, the complainant is referred back to the institution.
5. If the student indicates the institutional complaint process has been completed and provides documentation to that effect, the WSAC accepts the complaint. The WSAC contacts the institution regarding the student complaint and requests appropriate information and documentation relating to the specific area(s) of the complaint.

6. The institution will submit the requested information/documentation and a recommended resolution to the complaint.
7. If a recommended resolution is acceptable to the complainant, the process is complete.
8. If there is no recommended resolution or a student is not satisfied with a recommended resolution, WSAC staff reviews the complaint to determine if the complaint falls within the scope of the consumer protection issues that apply to the institution.
9. If a complaint is found by WSAC staff to be justified, the WSAC negotiates with the institution to find an appropriate resolution.
10. WSAC staff then issue a final decision regarding the complaint and may require that an institution repay tuition and fees to the student.
11. An institution may request the WSAC hold an administrative hearing if the decision results in a possible adverse effect.

A complainant is not bound by the WSAC determination of restitution and may pursue any other legal remedy.

Types of Complaints considered under the formal complaint process

1. Failure on the part of the institution to comply with their published policies and procedures.
2. Violation of applicable State laws
3. Failure, on the part of the institution, to comply with the Council of Regional Accrediting Commissions (C-RAC) Interregional Guidelines for the Evaluation of Distance Education (institutions participating in SARA only)

Examples of issues that may arise for students include but are not limited to the following:

- a. Veracity of recruitment and marketing materials;
- b. Accuracy of job placement data;
- c. Accuracy of information about tuition, fees, and financial aid;
- d. Complete and accurate admission requirements for courses and programs;
- e. Accuracy of information about the institution's accreditation and/or any programmatic/specialized accreditation held by the institution's programs;
- f. Accuracy of information about whether course work meets any relevant professional licensing requirements or the requirements of specialized accrediting bodies;
- g. Accuracy of information about whether the institution's course work will transfer to other institutions; and
- h. Operation of distance learning programs consistent with practices expected by institutional accreditors (and, if applicable, programmatic/specialized accreditors) and/or C-RAC Guidelines for

distance education.

Examples of issues that typically would not fall under the formal complaint process (except in cases where the institution did not follow their published policy):

- a. Grading disputes
- b. Academic integrity issues
- c. Student Conduct Issues
- d. Curriculum/program issues
- e. Complaints against faculty

Grievance Procedure:

Any student, faculty or staff person may use the following grievance procedure to address concerns that they believe have not been handled fairly by the administration or other parties at the school.

- 1.) The individual with the grievance should first attempt to resolve the issue directly with the other individual or parties concerned (with or without counseling support).
- 2.) In cases where this is insufficient, not possible, or inappropriate; the grievance should be put in writing and sent to the SIEAM Academic Dean Katherine Taromina at 226 South Orcas Street, Seattle, WA 98108. The President shall review the grievance, often in consultation with other administrators, and respond in writing to the grievance within two weeks with a decision regarding the concern.
- 3.) If the individual is dissatisfied with the Academic Dean's written response, the individual may request a hearing with the Grievance Committee within two weeks of receiving the response from the Dean. This request must be in writing and submitted to the President of the Institute. The President will select the Grievance Committee composed of an Advisory Board member, a faculty person and an administrator. This committee will review the written documentation, meet with the interested parties and make a decision within six weeks of the receipt of the letter of appeal sent to the President.
- 4.) After the decision of the Grievance Committee, if the individual believes the ruling is unfair, he or she may choose to contact the [Accreditation Commission for Acupuncture and Herbal Medicine](#) (ACAHM) at the following address:

500 Lake Street, Suite 204

Excelsior, MN 55331

General telephone: **(952) 212-2434**

General Email: info@acahm.org

Washington State Achievement Council [Student Complaint Process](#) [Washington Student Complaint Process](#)

The Washington Student Achievement Council (WSAC) has the authority to investigate student complaints against specific schools. WSAC does not have complaint investigation authority over all schools and may not be able to investigate all student complaints.

- Students using funds administered by the U.S. Department of Veterans Affairs may send a complaint directly to the VA.
- For issues related to discrimination, contact the Washington State Human Rights Commission.

Before submitting a [complaint form](#), please note the following:

- If a complaint is within WSAC's jurisdiction, a student must provide proof of completion of the school's complaint process - including any provisions for appeals.
- WSAC cannot investigate complaints regarding grades, disciplinary actions, or conduct unless a student can prove that the school has not followed published procedures or policies.
- WSAC will not accept anonymous complaints or complaints that are currently in litigation.

There are two levels of student complaints – **formal and informal:**

- **Formal complaints** are made by students against an institution that are within the scope of the complaint authority (described below).
- **Informal complaints** are complaints that fall outside the complaint authority or are made against an institution not covered by the complaint process. Informal complaints are first referred back to the institution for resolution. Typically, WSAC

staff will attempt to connect the complainant to the appropriate campus resources to address their issue.

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- If the student indicates the institutional complaint process has not been exhausted, the complainant is referred back to the institution.
- If the student indicates the institutional complaint process has been completed and provides documentation to that effect, the WSAC accepts the complaint. The WSAC contacts the institution regarding the student complaint and requests appropriate information and documentation relating to the specific area(s) of the complaint.
- The institution will submit the requested information/documentation and a recommended resolution to the complaint.
- If a recommended resolution is acceptable to the complainant, the process is complete.
- If there is no recommended resolution or a student is not satisfied with a recommended resolution, WSAC staff reviews the complaint to determine if the complaint falls within the scope of the consumer protection issues that apply to the institution.
- If a complaint is found by WSAC staff to be justified, the WSAC negotiates with the institution to find an appropriate resolution.
- WSAC staff then issue a final decision regarding the complaint and may require that an institution repay tuition and fees to the student.
- An institution may request the WSAC hold an administrative hearing if the decision results in a possible adverse effect.

A complainant is not bound by the WSAC determination of restitution and may pursue any other legal remedy.

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1. Failure on the part of the institution to comply with their published policies and procedures.
2. Violation of applicable State laws
3. Failure, on the part of the institution, to comply with the Council of Regional Accrediting Commissions (C-RAC) Interregional Guidelines for the Evaluation of Distance Education (institutions participating in SARA only)

Examples of issues that may arise for students include but are not limited to the following:

- a. Veracity of recruitment and marketing materials;
- b. Accuracy of job placement data;
- c. Accuracy of information about tuition, fees, and financial aid;
- d. Complete and accurate admission requirements for courses and programs;
- e. Accuracy of information about the institution's accreditation and/or any programmatic/specialized accreditation held by the institution's programs;
- f. Accuracy of information about whether course work meets any relevant professional licensing requirements or the requirements of specialized accrediting bodies;
- g. Accuracy of information about whether the institution's course work will transfer to other institutions; and
- h. Operation of distance learning programs consistent with practices expected by institutional accreditors (and, if applicable, programmatic/specialized accreditors) and/or C-RAC Guidelines for distance education.

Examples of issues that typically would not fall under the formal complaint process (except in cases where the institution did not follow their published policy):

- a. Grading disputes
- b. Academic integrity issues
- c. Student Conduct Issues
- d. Curriculum/program issues
- e. Complaints against faculty

Information Technology Policies

(Adopted January, 2023)

Appropriate Use:

The use of SIEAM's information resources is governed by a complex set of Federal and State laws and school policies. The information below is meant to serve as a general guide and overview but may not include all the relevant policies and regulations.

Summary:

Many laws and policies regulate your use of SIEAM computing resources and services such as email, internet access, mailing lists, newsgroups, computer hardware and software, etc. All SIEAM policies regarding the appropriate use of SIEAM resources, responsibility for SIEAM institutional data, and personal conduct apply to the use of SIEAM computing and networking resources.

Compliance with all such laws and policies is required.

- Personal SIEAM email password must not be shared with anyone.
- Personal SIEAM email must be used solely by the person whose email it belongs to.
- Faculty, instructors and staff may not use SIEAM computing resources and services for commercial or political purposes.
- Use of licensed or copyrighted software, images, or files without proper authorization is prohibited.
- Use of SIEAM computing resources to violate the privacy rights of anyone is prohibited.
- Strict compliance with all restrictions relating to the use of SIEAM/CIC Confidential Data, such as Protected Health Information (PHI) and Personally Identifiable Information (PII) is required.
- If any inappropriate use of data or violation of policy immediately is discovered, report this to Kathy Taromina, ktaromina@sieam.edu, immediately.
- It is understood that understand that SIEAM revises its policies over time, including changes to appropriate use policies.

Violations of laws or policies are regarded as a serious matter and may result in revocation of access or other disciplinary actions.

Protecting Data

Protect passwords

Passwords must be chosen carefully, changed regularly, and protected from abuse.

Monitoring and Privacy

SIEAM is committed to safeguarding the privacy of personally identifiable information, including personal financial information, educational records, and health records. All student records are either stored electronically in Populi or Google Suite. All paper files are kept in a locked cabinet in a locked room. Health records are stored in SIEAM's electronic health record keeping program, Jane.

Email use

A SIEAM email address [*first initial + last name@sieam.edu*] is provided to support you in your work and education, as well as to support communication from the SIEAM administration. Use of email services at SIEAM must be respectful and not interfere with the operation of SIEAM iPads, computers and network. SIEAM administrative email messages will be sent to faculty, staff, students, and affiliates of the SIEAM at their official SIEAM email address. Sending spam or unwanted bulk emails is prohibited.

Do not email any protected information to anyone who is not using a SIEAM.edu email address

Respecting Copyrights

No copying or use any software, images, music, or other intellectual property (such as books or videos) can occur unless legal rights and permissions are given. It is SIEAM policy to respect federal copyright and license protections.

- Software and information resources provided through SIEAM for use by students, faculty, and staff may be used on computing equipment only as specified in the various software licenses. It is against SIEAM policy to copy or reproduce any licensed software on SIEAM's computing equipment, except as expressly permitted by the software license.
- It is a violation of SIEAM policy to make or use unauthorized copies of software on SIEAM's computers or on personal computers on SIEAM's campus

Student use of SIEAM computing resources

SIEAM provides computing resources, such as electronic networking services, to students for the primary purpose of facilitating student academic activity, but also for their personal use as long as such uses do not violate applicable laws and SIEAM policies. This guidance informs SIEAM students on the limitations relating to the use of electronic network services or computing resources.

Students are responsible and accountable for how their SIEAM email, computer, network device and computing resources are used. This responsibility includes information that originates from any device used by a student to connect to the

SIEAM's network, or access attributed to a student's use of the network. Students shall follow all applicable laws, regulations and policies. This includes legal limitations related to using, accessing or sharing any material that is considered illegal or obscene under federal or state law.

The following uses are prohibited:

1. Using SIEAM's network or credentials in a way that violates Student Conduct Code
2. Cyberstalking.
3. Phishing, pharming or social engineering.
4. The attempt to obtain or obtaining the password(s) or login credential(s) to resources or accounts that are not assigned to you or for which you are not authorized.
5. Session hijacking or person-in-the-middle attacks.
6. Traffic proxying.
7. Network scanning, probing or sniffing.
8. Exploiting or attempting to exploit security vulnerabilities on systems or network devices that are not yours.
9. Using unauthorized IP addresses, or circumventing systems that enforce network access, management or quotas.
10. Sharing or exposing your personal SIEAM password.
11. Using a computer or user account for which you are not authorized.
12. Violating copyrights.

Distance Education

SIEAM utilizes a course management program, Populi, to publish syllabi and other course materials, reading assignments, attendance tracking and the administration of certain quizzes and exams. SIEAM may make use of an online meeting platform, such as Zoom or Google Meet for a limited number of class meetings or lectures.

Virtual Classroom

Classes will run virtually in certain circumstances, such as to accommodate faculty who do not live within a commutable distance or when students are not able to be on campus because of an excused absence, such as illness. These lectures/classes will run in synchronous format, which will require students to attend live lectures by logging into the class meeting posted in the course portal.

When appropriate or by specific request, class recordings will be made and posted to the course portal for access for the remainder of the trimester.

Students are required to have their video camera on at all times while in a virtual classroom.

Online Quizzes and Exams:

Students will be required to be logged into the class with their video on during quizzes and exams

Technical Requirements for Incoming students

All incoming students are required to have access to a computer or smart tablet and the internet. SIEAM provides students use of a limited number of iPad and high-speed internet on campus. The Zoom platform and Google Meet can be accessed either through an App or via the web link provided. Students are responsible for maintaining the necessary hardware/software on their devices to ensure a reliable connection.

Administration & Governance

Administration & Staff

President: Craig Mitchell, L.Ac., Ph.D.

Academic Dean and Clinic Director: Katherine Taromina, L.Ac., D.A.C.M.

Associate Dean: Sabu Kallingal, EdD

Director of Admissions & Student Services: Katherine Shea, L.Ac., M.Ac.E.A.M

Dispensary Manager: Dylan Knutson, L.Ac., M.Ac.E.A.M.

Financial Officer: Peter Melincianu

Board of Directors

Chair: Marc Russell

Secretary: Steve Farrel

Treasurer: Omar Hasan

Amanda Anuraga

Charles Cunniff

Vicky White

Faculty

Visit our website's [for the most up to date list of faculty members at SIEAM.](#)

II. Academic Programs

Overview of Programs

SIEAM offers an accredited **Master of Acupuncture and East Asian medicine** (M.Ac.E.A.M.), and a **Doctor of Acupuncture and Herbal Medicine** (D.A.H.M.). These programs are based on the philosophy that a small group of students, working in the clinic and classroom with experienced faculty practitioners, will gain a deep awareness of the vitality of East Asian approaches to health. The educational approach at SIEAM emphasizes learning a variety of approaches to medicine with a hands-on focus that *ensures* sufficient practical and clinical expertise for graduates to be competent and successful.

All of SIEAM's degrees are accredited by the Accreditation Commission

of Acupuncture and Herbal Medicine (ACAHM), eligible for financial aid, and lead to licensure in Washington state as well as in states around the country. (For licensure in other states, please refer to the individual state's licensure requirements for specific requirements).

SIEAM Program Goals

- A.** Provide the learner with clinical and didactic education to deepen clinical judgment and techniques in patient assessment, diagnosis, and treatment.
- B.** Provide the learner with opportunities in the program to access, critique, and apply findings from the scientific and scholarly literature in the treatment of patients.
- C.** Provide the learner with opportunities to participate in individualized research oriented towards supporting effective patient care.
- D.** Develop the learner's ability to synthesize knowledge from a variety of sources, (including accessing and translating primary medical sources in Chinese language) and adapt and utilize it effectively in the care of patients.
- E.** Develop the learner's understanding and skill to engage collaboratively with colleagues and other healthcare practitioners for the benefit of patients.

Masters of Acupuncture & East Asian Medicine (MAcEAM)

The Master's of Acupuncture and East Asian Medicine (MAcEAM) degree is a full-time, three-year program. After three years, students graduate from the MAcEAM program and have the option to complete a fourth year of study to graduate with the Doctorate of Acupuncture and Herbal Medicine (DAHM) degree.

Doctor of Acupuncture & Herbal Medicine (DAHM)

The Doctorate of Acupuncture and Herbal Medicine (DAHM) consists of the completion of the three-year master's degree plus a final year of highly personalized and clinically active study. Students are able to obtain their acupuncture license and while completing the fourth year of the doctoral degree. It is only available to SIEAM students, alumni, and faculty.

SIEAM Learning Outcomes

(Adopted January 2023)

The Institute has established five global learning outcomes to be achieved by graduates of its programs. These are:

KNOWLEDGE - *The learner must demonstrate competency in East Asian medical principles, methods of diagnosis, and treatment strategies. The learner must also demonstrate competency in basic principles of biomedicine for purposes of collaboration, communication, awareness of emergency situations and referral. The learner will demonstrate the ability to integrate knowledge of East Asian medicine and biomedicine in patient care.*

JUDGMENT - *The learner must demonstrate competency in clinical reasoning that relies on knowledge, experience, context and self-reflection.*

TECHNICAL SKILL - *The learner must demonstrate the ability to safely and effectively perform appropriate procedures and techniques in the assessment and care of patients. The learner must demonstrate the ability to glean relevant clinical information from primary sources in Chinese, both classical and modern.*

PROFESSIONALISM - *The learner must demonstrate the ability to practice with integrity, respect, and professionalism, and engage in ongoing professional development.*

COLLABORATION- *The learner must demonstrate the ability to work effectively with other healthcare providers in a collaborative approach to patient-centered care, and to refer when appropriate.*

Program Descriptions:

The First Year (M.Ac.E.A.M & D.A.H.M. Programs)

The first year of instruction focuses on students gaining insights from experienced faculty in clinic and academic instruction and introducing students to the fundamentals of both classical and contemporary traditions of East Asian Medicine. Students have the unique opportunity of precepting from the beginning of the school year with experienced SIEAM clinical faculty who represent diverse backgrounds in diagnostic and treatment approaches to patient care. There is an in-depth instruction in qi gong, physical palpation and assessment techniques, as well as methods of performing acupuncture and related modalities. Surface anatomy and western clinical science provide a groundwork that effectively informs the practice of bodywork and acupuncture. Students study the basics of Chinese herbal therapy and Chinese medical language throughout year one. This training continues throughout the remaining years of the program to enable students to utilize Chinese herbal formulations and to access Chinese medicine texts.

First Year Course Sequence

Trimester 1 - Fall 1st Year

Hours / Credits

CL	100	Preceptorship	4	2
EAM	110	Fundamentals: Clinical Case Review 1	1	1
HM	120	Medical Classics 1: Shang Han Lun	2	2
CS	130	Clinic Skills 1: East Asian Medicine	1	1
EAM	111	Points & Channels 1	3	3
PM	150	OSHA Training		
HM	121	Chinese Herbal Medicine 1	2	2
HM	112	Chinese Medical Language 1	2	2
CS	131	Tuina 1	1	1
CS	132	Tui Na Lab	1	.5
CS	133	Qi Gong 1	1	1
BM	140	Surface Anatomy & Kinesiology 1	1	1
BM	141	Anatomy & Physiology 1	3	3
CS	134	Engaging Vitality 1	1	1
EAM	113	Medical History	1	1
		M.Ac.EAM/D.A.H.M. hours	24	21

Trimester 2 - Winter 1st Year

Hours / Credits

CL	200	Preceptorship 2	4	2
CL	201	Bodywork Internship 1: TuiNa	3	1.5
EAM	210	Fundamentals: Clinical Case Review 2	1	1
EAM	213	Zang Fu Syndromes	2	2
CS	230	Clinic Skills 2: East Asian Medicine	1	1

EAM	211	Points & Channels 2	3	3
HM	221	Chinese Herbal Medicine 2	2	2
HM	212	Chinese Medical Language 2	2	2
CS	231	Tuina 2	1	1
CS	233	Qi Gong 2	1	1
BM	240	Surface Anatomy & Kinesiology 2	1	1
BM	242	Western Clinic Science 1: Biochemistry	1	1
BM	241	Anatomy & Physiology 2	3	3
		M.Ac.EAM/D.A.H.M. hours	25	22.5

Trimester 3 - Spring 1st Year

Hours / Credits

CL	300	Preceptorship 3	4	2
CL	301	Bodywork Internship 2: TuiNa	3	1.5
EAM	310	Body Fluids	2	2
CS	330	Clinic Skills 3: Western Medicine	1	1
EAM	311	Points & Channels 3	3	3
HM	321	Chinese Herbal Medicine 3	2	2
HM	312	Chinese Medical Language 3	2	2
CS	331	Tuina 3	1	1
HM	320	Medical Classics 2: Wen Bing Xue	2	2
CS	333	Qi Gong 3	1	1
BM	342	Western Clinical Science 2: Pathology	2	2
		M.Ac.EAM/D.A.H.M. hours	23	19.5

The Second Year (M.Ac.E.A.M. & D.A.H.M)

All students in the second year participate in clinical practice with acupuncture and related modalities. Students also continue to deepen their understanding of the biomedical perspective of diseases in order to more effectively communicate with patients and collaborate with other health care practitioners. Student interns practice in a team approach to provide acupuncture, herbal medicine, and bodywork under the supervision of key faculty, who have been their mentors in their academic instruction. Student learning focuses on the technical aspect of techniques and clinical practice and the demonstration of basic skills for assessment, diagnosis, treatment and referral. Students also participate in rigorous instruction in Chinese herbs, Chinese medical classics, and Chinese language. They will have weekly preceptorship with experienced herbalists on the SIEAM faculty. Students work in the herbal dispensary learning how to make herbal preparations, measuring herbs for formulations, and becoming cognizant of the safety issues in working with the Chinese Materia Medica.

Second Year Course Sequence**Trimester 4 - Fall 2nd Year****Hours / Credits**

COMP	1	Comprehensive Exam		
CL	400	Herbal Preceptorship 1	2	1
CL	401	Bodywork Internship 3: Tui Na	3	1.5
HM	421	Kampo Medicine	1	1
CL	402	Clinic Internship 1	4	2
PM	150	OSHA Training		
BM	442	Western Clinical Science 3: AIDS & Immunology	2	2
EAM	410	East Asian Internal Medicine 1: Gynecology	3	3
CS	434	Engaging Vitality 2	1	1
CS	435	Acupuncture Techniques 1: Chinese	2	2
HM	420	Chinese Herbal Medicine 4	2	2
HM	411	Chinese Medical Language 4	2	2
CS	433	Qi Gong 4	1	1
BM	440	Western Clinical Medicine 1: Gynecology	3	3
		M.Ac.EAM./D.A.H.M. hours	26	21.5

Trimester 5 - Winter 2nd Year**Hours/Credits**

CL	500	Herbal Preceptorship 2	2	1
CL	501	Clinic Internship 2	4	2
CL	502	Clinic Internship 3	4	2
EAM	510	East Asian Internal Medicine 2: Gastro-Intestinal	3	3
CS	535	Acupuncture Techniques 2	2	2
CS	536	Eight Extra Channels: Manaka	1	1
HM	520	Chinese Herbal Medicine 5	2	2
HM	511	Chinese Medical Language 5	2	2
CS	656	Qi Gong 5	1	1
BM	540	Western Clinical Medicine 2: Gastro-Intestinal	3	3

HM	621	Dietary Therapy	1	1
CS	530	Zang Fu Tui Na	1	1
		M.Ac.EAM./D.A.H.M. hours	26	21

Trimester 6 - Spring 2nd Year

Hours/Credits

CL	600	Herbal Preceptorship 3	2	1
CL	601	Clinic Internship 4	4	2
CL	602	Clinic Internship 5	4	2
BM	541	Orthopedic Assessment 1	1	1
BM	542	Orthopedic Assessment 2	1	1
CS	635	Acupuncture Techniques: Scalp	1	1
HM	620	Chinese Herbal Medicine 6	2	2
HM	611	Chinese Medical Language 6	2	2
CS	633	Qi Gong 6	1	1
EAM	610	East Asian Internal Medicine 3: Musculoskeletal	2	2
BM	640	Western Clinical Medicine 3: Musculoskeletal & Rheumatology	1	1
HM	522	Traumatology: East Asian Medicine	1	1
HM	521	Herb Preparations	1	1
PM	651	Communication Skills 1	1	1
BM	550	Research 1: Methods & Design	1	1
		M.Ac.EAM./D.A.H.M. hours	25	20

The Third Year (M.Ac.E.M & D.A.H.M Programs)

In the third year of SIEAM Programs, the learner engages with the various clinical conditions and disease commonly seen in contemporary clinics from both eastern and western perspectives. The clinical internships include off-site training assisting patients in community clinics, drug treatment centers, and other specialized patient populations. At this point, interns largely practice “solo”, being responsible for all aspects of patient care with oversight by SIEAM’s clinical supervisors. Students broaden their understanding of the health care system, its history, and the legal and business necessities of practicing in the field today.

Third Year Course Sequence

Trimester 7- Fall 3rd Year

Hours/Credits

COMP	2	Comprehensive Exam		
CL	700	Clinic Internship 6	4	2
CL	701	Clinic Internship 7	4	2
CL	702	Clinic Internship 8	4	2
CL	704	Specialty Clinics: Evergreen Treatment Services	1	.5
PM	150	OSHA Training		
EAM	710	East Asian Internal Medicine 4: Respiratory/Cardiovascular/Mental Health	3	3
CS	734	Engaging Vitality 3	1	1
HM	720	Chinese Herbal Medicine 7	2	2
HM	711	Chinese Medical Language 7	2	2
BM	740	Western Clinical Medicine 4: Respiratory/Cardiovascular/Mental Health	3	3
PM	720	Medical Ethics	1	1
PM	751	Communication Skills 2	1	1
CS	733	Qi Gong 7	1	1
CS	830	Advanced Topics 1: Kampo Clinical Medicine	1	1
		M.Ac.EAM./D.A.H.M. hours	28	21.5

Students have integrated clinics combining acupuncture and herbal medicine and have coursework on herbal therapies for the range of clinical conditions likely to be seen in clinical practice. They continue their Chinese language studies through the translation of case studies and texts relevant to the clinical conditions they study.

Trimester 8 - Winter 3rd Year

Hours/Credits

CL	800	Clinic Internship	4	2
CL	801	Clinic Internship	4	2
CL	802	Clinic Internship	4	2
EAM	810	East Asian Internal Medicine 5: Endocrinology, Neurology, Metabolic Disorder and Oncology	3	3
HM	820	Chinese Herbal Medicine 8	2	2
HM	811	Chinese Medical Language 8	2	2
BM	660	Western Clinical Medicine 5: Endocrinology, Neurology, Metabolic Disorder and Oncology	3	3

PM	850	Practice Management	3	3
CS	833	Qi Gong 8	1	1
PM	870	East Asian Medicine and Public Health	1	1
		M.Ac.EAM./D.A.H.M. hours	27	21

Trimester 9 - Spring 3rd Year**Hours/Credits**

CL	900	Clinic Internship 12	4	2
CL	901	Clinic Internship 13	4	2
CL	902	Clinic Internship 14	4	2
HM	920	Herb & Drug Interactions	1	1
EAM	910	East Asian Internal Medicine 6: Urology, Dermatology	3	3
BM	941	Biophysics	1	1
HM	911	Chinese Medical Language 9	2	2
BM	940	Western Clinical Medicine 6: Urology, Dermatology	3	3
BM	950	Research 2: Study Design	0.5	0.5
CS	933	Qi Gong	1	1
PM	970	East Asian Medicine and Global Health	1	1
CS	930	Advanced Topics 2	2	2
		M.Ac.EAM./D.A.H.M. hours	26.5	20.5

The Fourth Year (D.A.H.M. only)**Completion of the Doctor of Acupuncture & Herbal Medicine Degree**

Students enrolled in the master's degrees at SIEAM graduate at the end of their third year and are then eligible for licensure in acupuncture. Those who choose to continue their studies at SIEAM to complete their doctoral degree then begin the personal assessment of their skills and clarify the personal interests they wish to develop as physicians. Thus, the fourth year of the doctoral program focuses on individual interests in practice, research and scholarship; while also participating in collaborative efforts with other health care practitioners in decision-making regarding patient care. Each student, in conjunction with faculty mentors, maps out a personalized instructional plan based on their special clinical interests and needs. This plan includes specialty clinical practice experiences, choosing skilled mentors, translation of useful texts for their focus, and participating in opportunities for instruction and research in their selected area of interest. Ultimately the goal of this fourth year is to refine each learner's ability as a clinician, communicator, and explorer in deepening personal and professional understanding of the value of East Asian Medicine in the integrative health care field of this century.

Trimester 10- Fall 4th Year **Credits**

800	Clinical Practice	3
805	Translation, Research, & Instruction	4
810	Collaborative Care	1
820	Advanced Clinical Topics	1
	Total Hours	9

Trimester 11- Winter 4th Year **Credits**

800	Clinical Practice	4
805	Translation, Research & Instruction	4
810	Collaborative Care	2
820	Advanced Clinical Topics	2
	Total Hours	12

Trimester 12- Spring 4th Year **Credits**

800	Clinical Practice	3
805	Translation, Research & Instruction	4
810	Collaborative Care	1
820	Advanced Clinical Topics	1
	Total Hours	9

Program Credit & Hours:

M.Ac.E.A.M.	Hours	Credits
Academic Instruction	2197 hours	146 credits
Clinical Training	1245 hours	41.5 credits
Program Total	3442 hours	187.5 credits

D.A.H.M.	Hours	Credits
Academic Instruction	2497 hours	166 credits
Clinical Training	1545 hours	51.5 credits
Program Total	4042 hours	217.5 credits

Course Descriptions:**Key to Program for each course*****M = M.Ac.EAM******D = D.A.H.M.***

EAM 110 & 210: Fundamentals: Clinical Case Review 1 & 2 (3 credits) M, D

This class provides an introduction to the diagnostic frameworks and modalities of traditional Chinese medicine and other approaches to acupuncture that are clinically applicable to a modern American practice. The class is an introduction to core principles of these healing perspectives, diagnostic methods used in gathering information from a patient, and a survey of the usage of acupuncture, tuina, Chinese herbs, qi gong and lifestyle advice in patient care.

EAM 213: Zang-Fu Syndromes (2 credits) M, D

This course provides in-depth study in the first year of the major approach to Chinese medicine that is commonly used in a modern acupuncture practice. The course focuses on zang and fu organs, their functions and therapeutic strategies for treating imbalances utilizing herbs, acupuncture and related modalities. Clinical preceptorships with faculty/practitioners provide students with real-life perspectives on the academic instruction.

HM 120, 320 & EAM 310:Shang Han Lun, Wen Bing, Body Fluids (6 credits)M,D

These three courses explore 1) six channel-theory, 2) warm disease theory, and 3) fluid physiology. Corresponding classical Chinese texts will be read in class.

HM 112, 212, 312: Medical Chinese (6 credits) M, D

In this first-year series, students are introduced to the basics of Chinese language, in the context of medicine, by studying selections from a range of Chinese medical sources. The focus of these courses will be on dictionary usage, basic pronunciation, basic grammar, and developing a core vocabulary set. Students then transition into a series of courses that integrate the learning of medical Chinese with the study of the medicine.

CS 130: Clinic Skills (3 credits) M, D

These courses provide instruction and practice of skills relevant to clinical practice. Skills covered include point location, pulse assessment, interviewing, needling techniques, palpation skills, grounding techniques, physical examination, diagnostic skills, and moxibustion techniques. Western physical exam skills covered include blood pressure assessment, abdominal palpation, reflex testing and monitoring of breath and heart sounds.

CS 536: Eight Extra Channels (1 credit) M, D

This course prepares the students to work with this Japanese approach to acupuncture. The class covers the eight extra channels and the 5-step Manaka approach to treatment.

EAM 111, 211, 311: Points & Channels (9 credits) M, D

This series of classes provides in-depth instruction into the energetics of acupuncture channels and points, based on Dr. Wang Ju-Yi's channel theory. These courses cover channel and point locations, functions, groupings, anatomy, contraindications, and approaches to needling. Each course provides instruction in palpation and methods of assessing qi along channel pathways as well as at particular points for diagnostic and treatment purposes. Extensive lab time is devoted to locating points and developing the skills necessary to sense where specific therapeutic points are located on each individual patient.

PM 150: OSHA/CNT/Safety (0 credits) M, D

This course covers important OSHA requirements for safety and hygiene as well as reviews protocols for clean needle technique. National CNT, CPR, and First Aid certification are required as part of this course.

HM 121, 221,321: Chinese Herbal Therapy (6 credits) M, D

These courses introduce primary herbal formulas and important medicinals used in a modern acupuncture practice. Students learn the primary functions, contraindications and clinical applications, along with the necessary skills for assisting in the herbal dispensary.

HM 621: Chinese Dietary Therapy (1 credits) M, D

This course covers foods as medicine according to East Asian Medicine principles. Emphasis is on utilizing food as therapy in the treatment and management of commonly seen clinical conditions.

CS 131,132, 231, 331: Tui-na (3.5 credits) M, D

This course series provides instruction in Chinese medical massage (tui-na) to enable students to have the skills to practice in the school's tui-na clinic and to provide adjunctive therapy to their acupuncture practice, particularly when working on musculoskeletal conditions. The students learn a full-body sequence with training in the sixteen hand techniques used in tui-na therapy.

CS 133, 233, 333, 433, 533, 633, 733, 833, 933 Qi Gong (9 credits) M, D

This three-year series of weekly practice sessions is designed to acquaint the student with the experience of qi in enhancing personal health, improving therapeutic efficacy in needling and bodywork, and providing qi exercises for physical therapy and health improvement for patients. Students practice various methods of internal cultivation methods. An emphasis is placed on the student being able to provide appropriate exercises to patients for specific health conditions as well as general qi cultivation exercises for health enhancement.

BM 140, 240: Surface Anatomy and Kinesiology (2 credits) M, D

This series of weekly courses provides clarity regarding important anatomy and kinesiology information helpful in bodywork and acupuncture needling. The coursework also provides the student a foundation for further study of assessment and treatment of various musculoskeletal conditions. The student's learning experience is supported via lecture and lab practical, which includes using both manual (hand) and needle palpation. Needle palpation involves an introduction to trigger point dry needling acupuncture to better identify the muscular structures. Online palpation videos and textbooks reinforce classroom learning beyond the lecture and lab.

BM 242, 342, 442: Western Clinical Science (5 credits) M, D

This course sequence introduces students to the basics of the biomedical approach to medicine. This includes an introduction to pathology, microbiology, western physical assessment, laboratory findings, history taking, and the biochemistry of foods, herbs and pharmaceuticals. The course sequence includes coverage of western medical terminology and a survey of the pathophysiological mechanisms that cause disease according to the biomedical paradigm; physical assessment techniques commonly used in a biomedical clinic to differentiate abnormal from normal health concerns, with an emphasis on the findings that indicate the need for referral or immediate emergency attention. A special section highlights AIDS education and infectious

diseases that have safety concerns in a modern acupuncture practice and public health settings.

HM 920: Herb & Drug Interactions (1 credit) M, D

This course investigates the biochemical nature of herbs and their potential interactions with other herbs and pharmaceuticals. Emphasis is placed on identifying interactions that could be harmful to patients. The course also provides instruction in preparation methods of herbs for internal use.

HM 521: Herb Preparations (1 credit) M, D

This hands-on course provides instruction in preparing a range of external liniments, soaks and salves as well as the reasons for their use.

BM 141, 241: Anatomy & Physiology 1-2 (6 credits) M, D

This course covers the anatomy and physiology relevant to studying the biomedical perspective of medicine and the form and function of the human body in ways that will assist in future studies in acupuncture, physical assessment, and diagnosis.

EAM 410, 510, 610, 710, 810, 910: East Asian Internal Medicine (17 credits) M, D

This series of classes provide in-depth coverage of particular health conditions commonly seen in an acupuncture practice. Differential diagnosis and treatment plans utilizing acupuncture, herbal remedies, bodywork, qi gong, nutrition and lifestyle advice are presented for each condition. Case studies and discussions regarding patients being seen in the clinic are used to illustrate diagnostic possibilities and treatment options. Collaborative care with other health care professionals is discussed.

BM 541, 542: Orthopedic Assessment (2 credits) M, D

This series of classes presents a range of assessment techniques drawn from physical therapy for evaluating neurological and musculoskeletal conditions. An emphasis is placed on those conditions needing referral or collaborative care.

CS 134, 434, 734: Engaging Vitality 1-3 (3 credits) M, D

This course introduces students to the foundations of assessing the qi. Students learn how to assess diagnostic changes in the body's motions, rhythms, discrete temperature changes, and areas of restriction through a palpatory approach. In year two, students continue to deepen their skills in using a palpatory approach to diagnostic assessment. Students will practice how to accurately locate the point and the depth of insertion by refining the quality of contact and attention. Students will have an opportunity to utilize these methods in clinic during this year. This final course in the Engaging Vitality series focuses on incorporating these assessment methods when utilizing a wide range of East Asian medical treatment approaches.

Students will have additional clinic rotations in this year to build upon these skills learned in the classroom.

CS 435, 535, 635: Acupuncture Techniques (5 credits) M, D

In this series of classes, students learn and practice a variety of methods for stimulating acupuncture points in a safe and effective manner. Coursework includes Chinese & Japanese style acupuncture techniques as well as the scalp acupuncture system. Students improve their skills in needling, moxibustion, gua-sha, cupping, and microsystems therapy as part of their coursework.

BM 941: Biophysics (1 credit) M, D

This course explores the scientific explanatory models for energetic healing and methods of treatment. The course utilizes information from scientific research to learn and study the usage of electro-acupuncture, laser and magnet therapy.

HM 420, 520, 620, 720, 820: Chinese Herbal Medicine (8 credits) M, D

This series of courses cover the properties, indications, contra-indications, and modifications of Chinese herbal formulas and the herbs that make up those formulas. Taken in conjunction with the East Asian Internal Medicine sequence, they provide more in-depth study of herbal formulations for conditions being studied and explore Chinese medical texts regarding theory, cases and appropriate formula usage. Students concurrently have preceptorships and internships in herbal therapy with additional time working in the herbal dispensary.

HM 411, 511, 611, 711, 811, 911: Chinese Medical Language/Classics (12 credits)M,D

A two-year study of Chinese medicine source material providing the skills necessary to gain meaningful information from classical and clinical texts for patient care. This class combines online and class instruction to further student learning from the first year of the program in accessing and translating classical and modern texts on Chinese medicine.

BM 440, 540, 640, 740, 840, 940: Western Clinical Medicine (16 credits) M, D

This extensive course sequence prepares the acupuncturist to recognize medical situations needing referral as well as provides the knowledge for effective communication with patients and health care providers utilizing a western medical perspective. Employing a problem-based approach to learning, learners explore case studies to learn differential diagnosis and disease processes with common signs and symptoms and familiarize themselves with common biomedical tests and exams that are used to differentiate conditions. Evidence-based therapeutic approaches for each condition are researched with an emphasis on the rationale for their use. Practice with case studies ensures that students understand the steps to recognize emergency situations needing referral, as well as the situations where collaboration with a western health care provider would be helpful.

EAM 113: Medical History (1 credit) M, D

This course explores the eastern and western historical and philosophical roots of medicine and how culture influences our views on the origins of illness, healing and the patient/physician relationship. The class looks at the ethical issues faced in our medicine, as well as the current research discussions regarding appropriate models of inquiry in East Asian medicine for discerning efficacy and effectiveness.

PM 750: Ethics (1 credit credit) M,D

This course explores the eastern and western concepts of ethics, virtue and morality as it relates to cultivation as a healthcare provider. This course explores relevant historical and philosophical concepts from the perspectives of Daoism, Buddhism and Confucianism, as well an overview of western bioethics.

BM 550, 950: Research (1.5 credits) M, D

This course examines different types of research methods used in the study of health and disease. We will be talking about the range of options for you-such as qualitative and quantitative research, effectiveness trials, and case studies. The assumptions underlying the broad traditions of research design selection and methodological considerations are discussed. We will look at current literature on acupuncture research to get a firm understanding of the special problems and requirements of modern acupuncture research. Students learn important research concepts, vocabulary and methods, and how to report research findings.

PM 850: Practice Management (3 credits) M, D

This course covers the skills and steps needed to transition from being a student to a successful licensed practitioner. The course utilizes projects and workshops with experts to develop the students' understanding of how to create a business plan. This includes covering all the steps to set up a business, with discussions about licenses, legal structures, insurance billing, branding, advertising, networking, websites, taxes, bookkeeping, and a variety of clinical models for private and non-profit practices.

PM 651, 751: Communication Skills 1 & 2 (2 credits) M, D

This course provides methods for developing listening skills, communication skills, and establishing effective rapport with patients and peers. The course covers patient/practitioner boundary concerns and how to handle, and potentially refer, patients with significant mental health challenges.

PM 870: East Asian Medicine & Public Health (1 credit) M, D

This course provides information on acupuncture and its use in the public health setting, especially in the care of those with chemical dependencies. The class includes training needed to work in public health facilities in treating drug addiction. Students

also do an externship in an acupuncture chemical dependency clinic at Evergreen Treatment Services.

PM 970: East Asian Medicine & Global Health (1 credits) M, D

This course is an introduction to the use of acupuncture internationally in relief organizations and in times of disaster. The goal of the course is to help inform students about existing organizations working in this arena, and to provide specific clinical information from an eastern and western perspective on how to handle the unique health conditions that could be faced. There is hands-on instruction in emergency care techniques and traumatology as part of the training.

CS 830, 930 Advanced Topics 1 & 2 (4 credits) M, D

The content of these courses may vary year to year. The aim is to provide students with exposure to advanced clinical topics.

805: Translation, Research and Instruction (TRI)(12 credits) D

This year long series of seminars and independent learner projects provides the opportunity for doctoral students to reflect on their personal clinical interests and deepen their knowledge through study with faculty mentors and specialized clinical practice, accessing relevant literature in English and Chinese, performing clinical outcomes assessment, engaging with the cohort in collaborative discussions of cases from clinical practice, and sharing their findings with others in the classroom and through professional written and oral presentations. Doctoral students select a clinical specialty of interest and work with faculty mentors in deepening their knowledge and skill in their chosen arena. Learners develop a personal plan of study and practice facilitated by their doctoral advisor to achieve increased competency in their selected field.

810: Collaborative Care (4 credits) D

A series of case study meetings and clinical discussions to explore and refine a model for collaborative practice in patient-centered health care. Doctoral students and physicians representing a range of models of therapy work together as a team to consider individual patient conditions and develop appropriate plans for patient advisement, treatment, and referral within the health care system. Cases for discussion are presented by students and faculty. Outcomes from recommendations and treatment are reported for further collaborative discussion and treatment planning. Learners are expected to do outside research in the professional literature to inform discussions on patient conditions and treatment approaches.

820: Advanced Clinical Topics (4 credits) D

Clinical Training

CL 100,200,300: Clinic Preceptorship (6 credits / 180 hours) M, D

The apprenticeship with experienced practitioners in the first year is the cornerstone of the SIEAM program. Students observe and assist faculty in the treatment and care of patients. Through this experience students learn methods of assessment, diagnosis and treatment. This real-life setting provides the student the rare opportunity to see different styles of East Asian medicine in practice and how different faculty approach the care of their patients. Time is allotted for in-depth discussion of patients' conditions and consideration of different treatment approaches. In all, students work in small groups with at least five different practitioners in these "apprentice-style" settings. Students also have the opportunity later to work in "advanced observation" shifts where they work one-on-one with experienced practitioners.

CL 400, 500, 600: Herbal Preceptorship (3 credits / 90 hours) M, D

Interns assist and observe SIEAM clinical faculty as they assess patient conditions and make herbal recommendations. Interns and faculty discuss diagnosis, herbal treatment options, and make final decisions regarding herbal therapy. Interns then participate in preparation of the herbal formulations in the school dispensary as well as assist in the operations of the dispensary.

CL 201, 301, 401: Bodywork Internship (3 credits/90 hours) M, D

Students perform tuina and shiatsu treatments on patients beginning in their second trimester under the supervision of their bodywork instructors.

CL 402, 501, 502, 601, 602: 2nd Year Clinic Internship (10 credits/300 hours) M, D

Students begin to provide treatment of patients in the school teaching clinic during the second year. Second-year students work in two-person teams through the year under close supervision by the school's clinical faculty. As interns, students interview, assess, diagnose and treat patients utilizing acupuncture, bodywork and herbal remedies and continue to improve their diagnostic acumen, technical skills and clinical judgment.

CL 700, 701, 702, 800, 801, 802, 900, 901, 902: 3rd Year Clinic Internship (18 credits/540 hours) M, D

In the third-year student interns transition into working one-on-one with patients. The clinical supervisors provide them with consultant expertise and an atmosphere to support more independent judgment and practice. All treatment plans must be approved by the supervisor. The intern is encouraged to explore the development of a personal approach to East Asian medicine, based on the various approaches learned in school and what works best for each patient.

CL 704: Specialty Clinics (credit/hours (at least 40) vary) M, D

As part of the 700 clinic internship series, student interns are required to participate in clinics serving various underserved populations in the Seattle area. This includes 40 hours at Evergreen Treatment Center. These external clinical sites may have additional requirements for student intern attendance, including vaccinations and medical tests.

800: Clinical Practice (5 credits/150 hours) D

The final year of the clinical internship in the doctoral program provides more diverse options for student interns in providing treatment. Clinical training at this point becomes an individualized practice and utilizes the learner's legal status as a licensed provider to allow for unique clinical experiences. Student interns work with SIEAM approved mentors in specialty clinics of personal interest. These could include practice in hospitals, international relief organizations, integrated medicine clinics, specialty private practices, and research or teaching assistant positions in college clinics.

Academic Policies

Academic Progress:

Students are expected to achieve competency in all classes and clinics and pass all comprehensive exams in order to proceed in their program. Any student receiving a PC or NC will be placed on academic probation. The terms and length of academic probation are decided on an individual basis. Any student who receives four PCs or NCs will be automatically dismissed from the program. Decisions regarding academic probation and dismissal are made by the Academic Dean, in conjunction with the President. Refer to the Student Handbook for more information.

Attendance Policy:

Students who miss more than 20% of class time in a course will not be given credit for the course and will be expected to retake the class and pay additional tuition for the course. Students are expected to make up any missed lab time that instructors deem critical to safe and effective clinic practices through the tutoring program. The school has additional attendance policies for special circumstances. Please see the Student Handbook for a complete description of these policies.

Absence - Planned absence that is not related to an emergency or medical condition, e.g. a previously scheduled doctor's appointment.

Excused Absence - Student is sick or has an emergency that prevents them from participating in class either in person or via online. This type of absence will not impact a student's final grade. If the absence will be prolonged, student should notify the Academic Dean.

Present - Either in-person or participate in synchronistic delivery with prior approval from faculty.

Attendance Time Frame:

The minimum & maximum timeframes for completing the SIEAM programs are given below.

Program	Minimum	Maximum
M.Ac.E.A.M.	36 months	6 years
D.A.H.M.	48 months	10 years

Satisfactory Academic Progress and Financial Aid:

Students receiving Federal financial aid must maintain Satisfactory Academic Progress (SAP) according to SIEAM policies. Failure to maintain satisfactory progress may cause the student to be ineligible for financial aid. If a student is placed on academic probation, this must be resolved within one trimester after being placed on probation; or, according to federal regulations, the student will become ineligible for financial aid. The school does, on a case by case basis, consider waivers and mitigating circumstances to its satisfactory academic progress requirements. This includes situations like the death of a family member, significant illness or injury. For the full SAP Policy, please refer to the student handbook.

Leave of Absence and Withdrawal:

If a student cannot maintain a full-time academic load in good standing at the school, they may petition the Academic Dean for approval of a leave of absence. A leave of absence may be granted for up to one academic year. Students returning at a later date will need to demonstrate preparedness for further study and competence in the subjects required at the point of re-entry. Tuition will be based on the tuition set for the cohort that the student joins at re-entry.

Transfer Credit to Other Institutions:

Credit earned at SIEAM may be transferable to other academic institutions. This determination is made at the discretion of the school considering accepting transfer credits. Course descriptions are made available to other institutions upon request.

Transcript Issuance:

Official transcripts are issued upon written request by students to other institutions. A \$5 fee is assessed per copy.

Credit to Hour Ratio:

- **Academic Credit:** 1 credit equals 15 hours of class time and 30 hours of additional homework.
- **Clinical Preceptorship and Internship Credit:** 1 credit equals 30 hours of clinical training and 15 hours of additional homework.

Grading Procedures: Students are evaluated on a competency basis.**Evaluation levels are:****AC - Achieved Competency**

Indicates the student has demonstrated adequate skill in course or clinical objectives as described in course syllabi and clinic guidelines.

PC - Partial Competency

Indicates further makeup work is needed to demonstrate adequate skill in course objectives. This evaluation does not deter the student from proceeding in the program as long as there are not several PCs at once and the student has a faculty-approved plan for remedying the deficiency.

NC - No Competency

Indicates the student will need to retake the course or clinical component in order to demonstrate competency.

I - Incomplete

Used only in times of medical or personal emergency. A faculty-approved plan for completion of the course or clinical requirements is required.

W - Withdrawal

Used when the student withdraws from the course or program.

Year End Exams:

At the end of each year of SIEAM programs, students take a series of comprehensive written and practical exams to assess achievement of the learning outcomes of the previous year. Passing all components of these comprehensive exams is required to graduate.

Graduation Requirements:

SIEAM degrees are awarded upon the accomplishment of the following:

- Successful completion of all academic courses, clinical training, and comprehensive exams required in the enrolled program.
- Completion of final projects with presentations to the SIEAM school community.
- Recommendation for graduation from the faculty and academic leadership of SIEAM.
- Fulfillment of all financial and other administrative obligations to the Institute.

Student Responsibilities

The following are some important student responsibilities to be mindful of during your time at SIEAM. Please note that this is not fully comprehensive, and there may be other responsibilities that are not mentioned below.

Clean Needle Technique (CNT) Certification:

The NCCAOM requires that all applicants for the licensing exam have taken and passed the CCAOM CNT course. The Council of Colleges of Acupuncture (CCAOM) expects the course to be taken after some needling techniques instruction and before significant clinical internship. SIEAM has established a deadline of January 1 of the second year of the student's program as the date that a copy of the CNT Certificate must be received by the SIEAM Registrar. It is the student's responsibility to ensure course completion and to send a copy of the certificate to the Registrar by that time in order to continue clinical training. Being aware of application deadlines, necessary documents and arranging to take this course is the student's responsibility. Please allow two weeks for document transmission. The website for checking application deadlines, test dates, etc. for the CNT course is <https://www.ccaom.org/ccaom/Overview.asp>.

Techniques Kit:

Each intern at SIEAM has his or her own techniques kit to use in techniques classes as well as in clinic internship. The school provides for the kit an ongoing supply of acupuncture needles. Students are responsible for obtaining all other necessary equipment. The list of required supplies and equipment is posted in the intern's room.

Clinic Competency Checklists:

SIEAM utilizes competency checklists to monitor student progress through the three-year program and provide feedback to students on performance in clinic. Each trimester, students discuss with their supervisors their progress and attainment of the clinic competencies and receive written evaluations to document the results. Final certification of successful attainment of the skill level expected is done at the end of each school year and is necessary to move into the next stage of clinical training and for graduation.

Clinic Hours:

Each M.Ac.E.A.M. student completes a minimum of 1,200 hours of clinical training prior to graduation from SIEAM. Of that 1,200 hours at least 300 hours must be in observation/preceptorship with licensed practitioners and 800 hours in supervised clinical practice in SIEAM teaching clinic sites. The remaining hours may be done in either observation or supervised practice. All students take part in each of SIEAM's approved satellite clinics.

Generally, students complete approximately 200 hours of clinical training by the end of the first year and 600 hours by the end of the

second year. At the beginning of each trimester students receive an academic progress report that provides clinic hour totals. It is the student's responsibility to track his or her hours to ensure that sufficient progress is being made towards the graduation requirement.

NCCAOM Exam:

This exam is required by most states as part of their licensure requirements. Students are eligible to register to take the exam no earlier than 60 days prior to their graduation date. The NCCAOM requires both the final Graduation Transcript to be submitted directly from the school and the CNT certificate from the CCAOM before being approved to test. Being aware of application deadlines, necessary documents and arranging to take this exam is the student's responsibility. To request necessary documents to be sent from the school submit a completed SIEAM request form to the school Registrar in a timely fashion. Please allow two weeks for document transmission. The NCCAOM website is www.nccaom.org/

Student Consumer Information & State Licensing Eligibility:

It is the student's responsibility to understand this process and complete necessary applications. We encourage you to review the map provided by the [NCCAOM](http://www.nccaom.org/) (National Certification Commission for Acupuncture and Oriental Medicine) for detailed information on the requirements for licensure in each state. ***Please note that the most accurate source of information on this subject is always from the state license issuing authority.*** To request necessary documents to be sent from the school submit a completed SIEAM request form to the school Registrar in a timely fashion. Please allow two weeks for document transmission.

III. Admissions

All students interested in the Master of Acupuncture and East Asian Medicine degree (M.Ac.E.A.M.), and the Doctor of Acupuncture and Herbal Medicine (D.A.H.M.) must meet the following admissions requirements and procedures. Please read carefully.

General Admissions Requirements:

Applicants to SIEAM must have at least three years of college study at the baccalaureate level (**90 semester or 135 quarter credits**) with a **minimum 3.0 G.P.A.** These credits are to include the following topics that provide training in the basic sciences appropriate for the health care field.

- **Biology** (no lab required)
- **Chemistry** (no lab required)
- **Psychology** (no lab required)
- **Western Nutrition** (no lab required)

NOTE: Applicants who have not completed all prerequisite coursework may still apply. If accepted, enrollment would be contingent upon completion of all prerequisites prior to the first day of fall classes with a B average or above.

All applicants must have up-to-date basic CPR/AED training and First Aid certification prior to starting the program. Standard Red Cross certifications are sufficient for this requirement.

Candidates for admission must demonstrate maturity, academic ability, and sincerity to enter the field of East Asian medicine.

English Language Requirement:

All classes are taught in English. Therefore English language competency is required of all students seeking admission to the program. International applicants whose native language is not English are required to provide proof of English proficiency for admission to degree, certificate, and non-degree graduate programs. This must be demonstrated by one of the following means:

1. The applicant must have completed one of the following:
 - a) four years at a U.S. high school demonstrably delivered in English;

b) at least two-years (60 semester credits or 90 quarter credits) of undergraduate- or graduate-level education in an institution accredited by an agency recognized by the U.S. Secretary of Education;

c) at least two-years (60 semester credits or 90 quarter credits) of undergraduate- or graduate-level education demonstrably delivered in English;

d) high school or two-years (60 semester credits or 90 quarter credits) of undergraduate- or graduate-level education in an institution in one of the following countries or territories: American Samoa; Anguilla; Antigua & Barbuda; Australia; Bahamas; Barbados; Belize; Bermuda; Botswana; British Virgin Islands; Cameroon; Canada (except Quebec); Cayman Islands; Christmas Island; Cook Islands; Dominica; Federated States of Micronesia; Fiji; The Gambia; Ghana; Gibraltar; Grenada; Guam; Guyana; Ireland; Isle of Man; Jamaica; Kenya; Lesotho; Liberia; Malawi; Montserrat; Namibia; New Zealand; Nigeria; Norfolk Island; Papua New Guinea; Philippines; Pitcairn Islands; Sierra Leone; Singapore; South Africa; South Sudan; St. Helena; St. Kitts & Nevis; St. Lucia; St. Vincent & the Grenadines; Swaziland; Tanzania; Trinidad and Tobago; Turks and Caicos Islands; United Kingdom; U.S. Virgin Islands; Uganda; Zambia;

In all cases, English must have been both the language of instruction and the language of the curriculum used.

OR

2. The applicant must have completed one of the following assessments at the required level:

ASSESSMENT TOOL	ACCEPTABLE SCORE
Test of English as a Foreign Language Internet-Based Test (TOEFL® iBT)	Total: 61
International English Language Testing System (IELTS), Academic Format	Overall band: 6
Duolingo English Test	90
China Standard of English Language (CSE)	CSE 6
Cambridge First Certificate in English (FCE)	C
Cambridge English Advanced (CAE)	C
Common European Framework Reference (CEFR)	B2
Occupational English Test (OET)	250, C
Pearson Test of English (PTE), Academic	Overall: 45

Application for Admission:

Required Materials:

- Completed SIEAM application. The application is online at: www.sieam.edu/admissions.
- The application asks you to address the following topics:
 - Essay describing your reasons for choosing this field and the Seattle Institute.
 - A brief explanation of how you plan to finance your education and living expenses
- Transcripts from all prior higher education institutions.
- Transcripts from other countries must be translated into English and evaluated by a credential-evaluation service. We suggest World Education Service (www.wes.org)
- \$100 non-refundable application fee
- Signed Prospective Student Release of Information form

Note: Applications will not be reviewed by the Admissions Committee until all the elements listed above are present.

Admissions Process

SIEAM accepts applications beginning in September for entry into the following September's program until the class is full. Since class size is limited, applicants are encouraged to apply as early as possible. Applicants whose initial applications are approved will be invited to attend a required admissions interview. Interview spots are on a space-available basis. Dates will be posted on www.sieam.edu under the Admissions section. Prospective students should submit applications at least one month prior to the date they wish to interview. We recommend that out-of-state applicants who need additional time to make travel arrangements apply as early as possible.

Following the interview, applicants will receive a decision on acceptance within two weeks. Accepted applicants will then have two weeks to submit their enrollment agreement and nonrefundable \$500 deposit to reserve their place in the entering class. This deposit will be applied to the first trimester's tuition. Some applicants may be placed on a wait list.

Admissions Policies

Transfer Credit to SIEAM:

There are provisions for students to transfer credit for previous biomedical science courses. Assessment of transfer credit is done on a case- by-case basis. SIEAM does not accept transfer credit for any East Asian medicine training done at other institutions.

To receive transfer credit, students submit a Transfer Credit Request Form and provide records of previous college credit. It may also be necessary to submit additional documentation and/or take a competency exam in the material.

Acceptance of transfer credit does not affect the overall cost of the program or the length of time to complete the program.

Advanced Standing:

There is no advanced standing for the ***M.Ac.E.A.M.*** degrees. All accepted students start at the beginning of the program.

Deferral of Entrance into a Program:

While it is possible to have permission granted for a one-year deferral, a deferral is only granted after the SIEAM administration has reviewed the written request and deemed it acceptable. Failure to remain in contact with school administration during the deferral year may result in the program acceptance being withdrawn.

Questions? Contact us at admissions@sieam.edu

IV. Student Services & Resources

Student Services

The Director of Student Affairs provides support for incoming students, students in the program, and those graduating and beginning a practice. This support includes workshops on study skills, coordinating the SIEAM tutoring program, arranging for student mentors, providing contacts for counseling and health related issues, and being available for personal consultations.

School faculty and the Academic Dean are available for academic counseling and advice regarding patient conditions and school projects. An affiliated community resource (not managed by SIEAM) is an alumni, student and faculty chat group (called SIEAMese) that is a forum for case discussions, referrals, job openings, business practice questions, and discussions relating to the politics and development of the profession. The school does not have a formal placement assistance program after graduation.

The program embeds weekly *qi gong* practice in the program throughout the school year to support student health. The school

teaching clinic also provides a discounted rate for treatments for all students and their immediate family. Information on western medical referrals, counseling services, and Seattle community health clinics is available from the Student Services Coordinator.

Books and supplies needed by the individual student are acquired directly by the student from retail sources. Students sometimes buy books or supplies as a group to get discounted rates.

Code of Conduct:

SIEAM students are expected to act in a respectful and professional manner with their peers, patients, and SIEAM staff and faculty. The SIEAM community holds a value of interpersonal harmony in keeping with the mission of the school to train qualified health care providers. Any student who behaves in an unprofessional manner will be placed on academic probation and, if the behavior continues, could be dismissed from the program by a decision of the Academic Dean in conjunction with the President.

Certain behavior, such as cheating, intoxication or violent behavior at school will result in immediate dismissal. See the Student Handbook for more details.

FERPA

FERPA (Privacy Disclosure)

FERPA (Family Educational Rights and Privacy Act) also known as the Buckley Amendment was passed by Congress in 1974. All institutions that receive federal financial aid are required to comply with the FERPA laws. FERPA grants all enrolled students the following four specific rights.

1. The right to inspect and review the student's educational records

A student should submit to the Academic Dean, a written request that identifies the record(s)* that the student wishes to inspect. A response within 30 days of the request will be made and an appointment will be arranged for the student to review the requested data while on campus. Students will not be permitted to review items to which they have waived access rights (e.g. letters of recommendation). Copies of a student's permanent academic record (transcript) can be provided at the established charge. *Student records are maintained by SIEAM and include, but are not limited to: transcripts (grades), exam papers, test scores, evaluations, financial aid records and loan collection records.

2. The right to request the amendment of the student's educational records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to amend a record should write to the Academic Dean, clearly identify the part of the record the student wants changed, and specify why it should

be changed. If SIEAM decides not to amend the record as requested, the student will be notified in writing of the decision and the student's right to a hearing regarding the request for amendment.

3. The right to withhold the disclosure of a student's educational records except for legitimate educational interests. All student educational records are kept confidential and cannot be released without the student's consent except for directory information. Students may however request that directory information also be kept confidential. To do so a student must submit a written request to the Academic Dean.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA.

Complaints can be sent to:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, DC 20202-5901

SIEAM will not permit access to or release of any personally identifiable information without the written consent of the student except in the following circumstances:

- A student's education records may be released without consent to employees and other affiliates of SIEAM with "legitimate educational interest" in such information and who share in the responsibility for promoting the educational objectives of the Institute. This may include: academic leadership, faculty, admissions counselors, academic advisors, and other administrative staff. Also included are persons under contract to perform a specific task, such as an attorney or auditor. A student or other party who is serving on an official committee, such as a disciplinary or grievance committee may also be included. Access is restricted where practical only to students for whom these individuals have professional responsibility and only to that portion of the student record related to a specific matter.
- Directory (public) information may be obtained without prior authorization. Each department, school, college, office, program, or entity which maintains records is required to give public notice of the categories of information designated as directory information. Students, however, may request that directory information be kept confidential. These units are not required to include all of the following, but may not designate as directory information anything more than:
 - student's name
 - address
 - email addresses
 - telephone numbers
 - dates of attendance
 - class level
 - last school attended
 - degrees and honors received

- participation in official student activities
- SIEAM may also release personally identifiable information contained in a student's record to:
 - Other institutions in which a student seeks to enroll
 - Appropriate parties in connection with financial aid to a student
 - To accrediting agencies, such as ACAOM
 - To persons in an emergency in order to protect the health and safety of the student or of others
 - To persons in compliance with a judicial order or subpoena, and state and/ or federal statutes.

For any questions regarding this policy, please contact Kathy Taromina, Academic Dean at ktaromina@SIEAM.edu.

Student Representation:

Students annually elect class representatives that can provide communication to and from the administration and support student life in other ways based on class interests. One of these student representatives attends CIC Board of Director's meetings. These meetings are where strategic planning occurs for future development of the SIEAM/CIC programs. Student input is a vital part of this process.

Probation and/or Dismissal from the Program:

Insufficient academic performance or unprofessional behavior at the Institute are grounds for academic probation and if uncorrected, dismissal from the program. The student is normally first given verbal warning regarding the concern with a description of appropriate behavior and potential consequences. Further problems would result in a written warning regarding the performance or behavior. If the area of concern with the student continues the student will be placed on probation and if there is still no resolution, dismissed from the program. There are certain situations (violence, drug use, misconduct regarding responsibilities to patient care, financial misconduct, etc.) that could result in immediate probation or dismissal from the program. In cases of probation a clear written plan for behavior and/or any remedial work will be developed by the Academic Dean and communicated to the individual. Once there is clear demonstration that the academic or professional conduct issue has been remedied, the academic probationary status will be lifted. Students are expected to achieve competency in all classes and clinic shifts and pass all comprehensive exams in order to proceed in their program. Any student receiving a PC or NC will be placed on academic probation. The terms and length of academic probation are decided on an individual basis. Any student who receives four PCs or NCs will be automatically dismissed from the

program. Decisions regarding academic probation and dismissal are made by the Academic Leadership Team. Refer to the Student Handbook for more information.

Discontinuation or Closure:

In the event SIEAM discontinues operation or closes, all affected parties will be notified as soon as possible. A phase out plan, when possible, will be deployed, with the primary goal of assuring students are supported in successfully transitioning to another accredited program. Student records will be transferred to and maintained by Bastyr University. Should this happen, students will follow the procedures outlined by Bastyr University to access their records.

Tuition, Fees & Financial Aid

Tuition

Tuition for Students Entering in 2023

Masters of Acupuncture & East Asian Medicine Degree (M.Ac.E.A.M.)

	Trimester	Annual
First Year	\$9,233	\$27,700
Second Year	\$9,233	\$27,700
Third Year	\$9,233	\$27,700
Total		\$83,100

Estimated cost for books and supplies for the first three years of the program is \$2,000.

Doctor of Acupuncture & Herbal Medicine Degree (D.A.H.M.)

	Trimester	Annual
First Year	\$9,233	\$27,700
Second Year	\$9,233	\$27,700
Third Year	\$9,233	\$27,700
Fourth Year	\$6,400	\$19,200
Total		\$102,300

Estimated cost for books and supplies for the four years of the program is \$2500.

*Tuition students who graduate the MAcEAM program and return **at a later date** to complete the fourth year will be the published tuition rate for the year they return.

Payment:

Tuition for the trimester is to be paid in full by the end of the first week of class. Failure to pay tuition on time will result in a late fee of \$10 per day.

Reservation Fee for First-Time Enrollees:

Upon acceptance into the school, a \$500 nonrefundable reservation fee is required along with the signed enrollment agreement from the applicant. This fee will be applied to the tuition for the first trimester.

Tuition Refund:

Students are entitled to a refund of tuition and fees based on the following schedule. If you withdraw before the end of the:

First week of class	100% (except for reservation fee for first trimester students)
Second week of class	90%
Third week of class	80%
Fourth week of class	70%
Fifth week of class	60%
Sixth week of class	50%
Eight week of class	25%
After the eighth week	No refund

Withdrawals and Return of Title IV Funds:

In accordance with federal regulations, SIEAM will determine the amount of earned and unearned portions of Title IV aid as of the date a student withdraws or ceases attendance. This policy applies to all students receiving Title IV funds who do a complete withdrawal on or before earning 60% of the Title IV funds. The 60% date is the date by which a student has been enrolled for five weeks of the term. Students who withdraw after the 60% date will have earned all of the financial aid received for that term and are responsible for paying back all of the funding for that term. If the calculation determines that SIEAM is required to return funds, the funds are returned to the lender in the following order: Federal PLUS Loans, Federal Unsubsidized Loans.

Withdrawal Date:

The official withdrawal date is the date when withdrawal occurs in any of the following ways:

- The Institute receives written notice of the student's intention to discontinue the training.
- The student is terminated for a violation of a published school policy that provides for dismissal.

The student, without notice to the Institute, fails to attend classes for 30 calendar days with the withdrawal date being the last day of attendance.

Financial Aid**Federal Student Financial Aid**

The Seattle Institute of East Asian Medicine participates in the William D. Ford Federal Direct Loan (Direct Loan) Program for its Master of

Acupuncture and Master of Acupuncture and East Asian Medicine Degrees. Students can learn more about Direct Loans at <https://www2.ed.gov/programs/wdffd/index.html>

Cost of Education:

Students in the M.Ac.E.A.M., and D.A.H.M. programs may borrow up to the estimated Cost-of-Attendance Budget (CAB), which covers tuition, books, room, board, transportation, and personal expenses for each academic year. Depending upon eligibility, students may borrow up to \$20,500 in unsubsidized Direct Loans. Any remaining need, up to the Cost-of-Attendance Budget (CAB), which is set annually, can be met with a PLUS loan. We encourage students to calculate their budgets based on individual needs and borrow only the necessary amount to fund their education.

Interest Rates:

For current information on interest rates on student loans, please contact the appropriate lender.

Disbursement:

Financial aid is disbursed each trimester. Students will be issued their financial aid in excess of their tuition for the trimester, normally by the 1st Friday of each term. To make adjustments to current award packages, students must submit their request at least 8 weeks prior to the scheduled upcoming disbursement date. Contact the Financial Aid Office if you have any questions.

How to Apply for Financial Aid:

- a.) **Student Registration:** Set up a login on the SIEAM Student Registration for <https://solutions.campusivy.com/Apps/Core/Account/StudentRegistration/Step2/28600?StudentInitiated=true>). This “office” is run by Campus Ivy, a firm that specializes in assisting schools with financial aid. Follow the steps on the website.
- b.) **FAFSA:** Fill out the Free Application for Federal Student Aid (FAFSA) each year for which aid is requested, online at [Apply for Financial Aid](#). SIEAM’s federal school code is G32803.
- c.) **Entrance Counseling:** Complete Entrance Counseling prior to receiving a Direct Unsubsidized Loan or a PLUS loan for the first time at <https://studentaid.gov>. For more information, go to [Federal Student Loans Basics for Students](#).
- d.) **Master Promissory Note (MPN):** If you have not previously received a

Direct Loan at SIEAM, you must complete a Direct Loan MPN for your Unsubsidized Loan AND an additional one if you are applying for a PLUS Loan, at <https://studentaid.gov/>The MPN is the legal document through which you promise to repay your Direct Loans and any accrued interest and fees to the Department. It also explains the terms and conditions of your loans.

- e.) **PLUS Loan:** If you need to borrow more than \$20,500 (the maximum for unsubsidized Direct Loans), you have the option of applying for a PLUS Loan at studentloans.gov. Total loans cannot exceed the Cost of Attendance. You must complete the Direct PLUS Loan application each year and complete a PLUS Master Promissory Note (MPN) the first time you apply as a SIEAM student. A credit check will be performed during the PLUS application process. In some cases, students may need an endorser to qualify.

After being accepted to SIEAM, new students should begin the steps described above. Continuing students should complete the application again each spring in order to have aid in place for the fall trimester.

Veterans Affairs Tuition Policy

Attendance and Participation While Awaiting VA Tuition and Fee Payments

VA Policy Section 103, PL 115-407

The Seattle Institute of East Asian Medicine is in compliance with provisions for any student using U.S. Department of Veteran Affairs (VA) Post 9/11 (Chapter 33) or Vocational Rehabilitation & Employment (Chapter 31) educational benefits while payment to the institution is pending from VA.

The educational institution will not:

- Prevent the student's enrollment;
- Assess a late penalty fee to the student;
- Require the student to secure alternative or additional funding;
- Deny the student access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.
- To qualify for this provision, the Veteran student may be required to:
- Produce the VA Certificate of Eligibility (COE) or Statement of Benefit no later than the first day of class;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies;
- Provide a written request.

This written request will be placed in the VA student's file pending receipt of the required document.

I, _____, have applied for the Post 9/11 (Chapter 33) or for the Vocational Rehabilitation & Employment (Chapter 31) educational benefits. I will provide a copy of required document upon receipt from the VA or VA Counselor.

Printed Name: _____

Signature: _____

Date: _____

Facilities:

The Seattle Institute of East Asian Medicine is located at 226 South Orcas Street in the Georgetown neighborhood of Seattle, Washington. There are several coffee shops and restaurants within walking distance. The institute does not have on-campus housing, but there is housing available for students within a five-mile radius of the school. Seattle Metro Bus 131/132 stops within blocks of the school. There is limited on-site parking as well as on street parking.

The school facility includes the teaching clinic, classrooms for academic and practical courses, a student kitchen and lounge, library, administrative offices and conference rooms. The majority of training is done at the Georgetown campus. The school has off-site training sites for clinic internships to reach specific populations.

Library:

The SIEAM library holds textual resources to support the academic and clinical needs of students and faculty. The library has over 5,000 texts on East Asian Medicine, Biomedical sciences, and related medical therapies. The library holdings include a Chinese-language collection of medical texts utilized by students and faculty in their research on patient conditions and clinical topics of interest. There are a range of English and Chinese language journals on Chinese medicine and related topics. Wireless internet and computer terminals provide access to online databases and other internet resources. The library is accessible during class and clinic hours. Students have access to SIEAM library services to assist in locating particular materials of research interest.

Asian Counseling and Resource Center:

Asian Counseling and Referral Service (ACRS) is a nationally recognized nonprofit organization offering a broad array of human services and behavioral health programs to Asian Pacific Americans in King County. ACRS is the largest multiservice organization serving all the different Asian Pacific American communities - immigrants, refugees and American born - in the Pacific Northwest. SIEAM interns provide acupuncture treatments to clients and staff of ACRS on a weekly basis.

Evergreen Treatment Services:

Evergreen Treatment Services is a private, 501(c)(3) nonprofit organization

which has been delivering evidence-based addiction treatment services in Western Washington since 1973. The interdisciplinary team of professionals includes clinicians with advanced degrees in medicine, psychiatry, nursing, psychology, social work, and counseling. ETS uses a comprehensive approach to treatment which combines medication assisted treatment with wrap-around services such as counseling, mental health care, and case management services. After training in acupuncture detoxification treatments, SIEAM interns provide care in the ETS community acupuncture clinic.

Pike Market Senior Center (PMSC):

The Pike Market Senior Center & Food Bank serves the residents of Downtown Seattle. The Pike Market Senior Center (PMSC) offers nutritious meals, social work case management, and healthful activities to over 1,500 older adults (55+). PMSC clients are predominantly very low-income and over 40% are homeless. The Pike Market Food Bank provides free groceries to thousands of people of all ages who face hunger. CIC/SIEAM collaborates with PMSC on an initiative, Alternatives for Healthy Aging (AHA), to provide East Asian medicine services to the members of PMS.

