



# LOTUS PROFESSIONAL COLLEGE

## STUDENT CATALOG OF POLICIES AND PROCEDURES

8935 Patterson Avenue  
Henrico, Virginia 23229  
(804) 290-0980

[lotus.edu](http://lotus.edu)

2025-2027 Academic Years  
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Certificate to operate issued by the State Council of Higher Education for Virginia (SCHEV)  
Licensed to operate by the Department of Professional and Occupational Regulation (DPOR)  
Accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC)  
Program Accreditation by the Accreditation Commission for Acupuncture and Herbal Medicine (ACAHM)

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# LOTUS PROFESSIONAL COLLEGE INFORMATION & GENERAL POLICIES

## **MISSION STATEMENT**

Lotus Professional College is dedicated to creating an environment conducive to students learning from a place of intentional creation. Through Lotus Professional College's vocational and degree programs, students learn a career path integrating various modalities for the benefit of the individual and society.

## **HISTORY OF LOTUS PROFESSIONAL COLLEGE**

Lotus Professional College was established in 1996 as the American Institute of Massage, Inc. and is owned and operated by Dr. Joseph L. Schibner, IV. The American Institute of Massage operated as a massage school until June of 2015 when it became the American Institute of Healing Therapies and began offering additional vocational programs. In February 2016, the American Institute of Healing Therapies became the Lotus School of Integrated Professions. In November of 2018, Lotus School of Integrated Professions attained accreditation from the Accrediting Commission of Career Schools and Colleges (ACCSC). In 2019, Lotus Professional College became an institution of higher education and added degree-granting programs, changing its name to Lotus Professional College to reflect this standing. In 2022, Lotus Professional College earned programmatic accreditation through the Accreditation Commission for Acupuncture and Herbal Medicine (ACAHM) for its Bachelor of Science Bachelor of Health Science/Master of Science Master of Acupuncture with a Chinese Herbal Medicine Specialization. In 2024, the College enrolled 215 students: 98 in Esthetics, 56 in Massage Therapy, 53 in Master Esthetics, and 8 in Acupuncture. In 2024, the College graduated 154 students: 79 in Esthetics (89% graduation rate), 37 in Massage Therapy (95% graduation rate), 38 in Master Esthetics (77% graduation rate), and 4 in Acupuncture (86% retention rate).

## **ACCREDITATION, CERTIFICATION, & LICENSURE BOARDS**

### **State Council of Higher Education for Virginia - SCHEV**

101 N. 14TH St., 10th Floor, James Monroe Bldg.  
Richmond, Virginia 23219  
Tel: (804) 225-2600 Fax: (804) 225-2604  
E-mail: [communications@schev.edu](mailto:communications@schev.edu)  
Website: [www.schev.edu](http://www.schev.edu)

A copy of the SCHEV Complaint Resolution Form is available online at [SCHEV Complaint Form](#)

### **Department of Professional and Occupational Regulation**

Perimeter Center Suite 102 (first floor) 9960 Mayland Drive, Richmond, VA 23233-1463  
Tel: (804) 367-8500 Fax: (866) 282-3932  
Email: [ComplaintAnalysis@dpor.virginia.gov](mailto:ComplaintAnalysis@dpor.virginia.gov)  
Website: <http://www.dpor.virginia.gov>

A copy of the DPOR Complaint Resolution Form is available online at [DPOR](#)

### **Accrediting Commission of Career Schools & Colleges**

2101 Wilson Boulevard, Suite 302  
Arlington, VA 22201  
(703) 247-4212  
[www.accsc.org](http://www.accsc.org)

### **ACAHM**

Accreditation Commission for Acupuncture and Herbal Medicine  
500 Lake Street, Suite 204  
Excelsior, MN 55331  
General telephone: (952) 212-2434  
General Email: [info@acahm.org](mailto:info@acahm.org)

### **Veteran Services**

This institution is approved to offer GI Bill® educational benefits by the Virginia State Approving Agency. GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Website at [VA GI Bill®](#).

If you are a veteran or family member of a veteran, you may be eligible for VA government programs that assist with education expenses at Lotus Professional College, Inc. For questions about eligibility, call the GI Bill® helpline at (888) 442-4551 Monday – Friday 7 a.m. – 6 p.m. Central Time, or visit their website: [VA Benefits](#).

## **GENERAL PHYSICAL FACILITIES & EQUIPMENT**

Lotus Professional College is located at 8935 Patterson Avenue, Richmond, Virginia 23229. Lotus Professional College is a 10,000-square-foot facility with four large classrooms, each approximately 670 square feet and designed for lecture classes. There is a large student learning resource center as well as a student break room. The facility also includes a 2,000-square-foot clinic that is shared by the programs. The facility houses a large lobby, eight offices, a faculty room, the student resource center, a student common room, and storage rooms. The exterior of the building has ample areas for students to enjoy breaks outside if they wish. The building is equipped with two, three-stall restrooms and three individual, private bathrooms.

Lotus Professional College has two 1,000-square-foot additional classroom/clinic sites within .5 miles of the main campus, located at 1420 North Parham Road, Henrico, Virginia, 23229.

The College provides students with access to the required equipment for each program, meeting or exceeding the required ratio of students to equipment. This ensures that students in each course section have access to all necessary equipment.

## **EMERGENCY PLAN**

A comprehensive OSHA-guided Emergency Management Plan is available upon request.

In the event of an emergency, dial 911.

Students are encouraged to keep their contact information up to date to receive timely notifications of on-campus emergencies or unexpected closings. In the event of a fire or other emergency, follow the instructions of the Campus Security Administrator. An electronic notification system will be utilized to issue emergency alerts. Emergency alerts will specify the type of emergency and will provide basic instructions as to how to respond to the emergency.

Building Evacuation Maps and evacuation instructions can be found on classroom doors, as well as in the lobby and other common areas.

## **ACADEMIC CALENDAR - OFFICIAL HOLIDAYS**

### **2025 Official Holidays**

January 1, 2025	New Year's Day
May 26, 2025	Memorial Day
July 4, 2025	Independence Day
September 1, 2025	Labor Day
November 27, 2025	Thanksgiving Day
December 25, 2025	Christmas Day

### **2027 Official Holidays**

January 1, 2027	New Year's Day
May 31, 2027	Memorial Day
July 4, 2027	Independence Day
September 6, 2027	Labor Day
November 25, 2027	Thanksgiving Day
December 25, 2027	Christmas Day

### **2026 Official Holidays**

January 1, 2026	New Year's Day
May 25, 2026	Memorial Day
July 4, 2026	Independence Day
September 7, 2026	Labor Day
November 26, 2026	Thanksgiving Day
December 25, 2026	Christmas Day

*See individual program outlines for program specific dates of spring, summer, and winter breaks.*

## **CONSTITUTION DAY**

Constitution Day is celebrated on September 17th. Lotus College recognizes Constitution Day each year with different activities for staff, faculty and students.

## **ACADEMIC CALENDAR - PROGRAM DATES 2024 - 2026**

### **July 2024 – June 2025**

<b>Program</b>	<b>Day/Night</b>	<b>Start Date</b>	<b>End Date</b>
Therapeutic Massage	Day	August 26, 2024	March 13, 2025
Therapeutic Massage	Night	August 27, 2024	May 2, 2025
Acupuncture	Day/Night	August 28, 2024	December 14, 2024
Esthetics	Day	November 18, 2024	July 16, 2025
Master Esthetics	Day	November 18, 2024	July 16, 2025
Acupuncture	Day/Night	January 8, 2025	April 19, 2025
Esthetics	Afternoon/Night	February 17, 2025	December 2, 2025
Master Esthetics	Afternoon/Night	February 17, 2025	December 2, 2025
Therapeutic Massage	Day	April 28, 2025	December 19, 2025
Acupuncture	Day/Night	April 30, 2025	August 16, 2025

### **July 2025 – June 2026**

<b>Program</b>	<b>Day/Night</b>	<b>Start Date</b>	<b>End Date</b>
Esthetics	Day	August 4, 2025	April 3, 2026
Master Esthetics	Day	August 4, 2025	April 3, 2026
Therapeutic Massage	Day	September 2, 2025	May 1, 2026
Acupuncture	Day/Night	September 3, 2025	December 20, 2025
Basic Esthetics	Afternoon/Night	January 5, 2026	October 23, 2026
Master Esthetics	Night	January 5, 2026	October 23, 2026
Acupuncture	Day/Night	January 7, 2026	April 18, 2026
Basic Esthetics	Day	April 27, 2026	December 3, 2026
Master Esthetics	Day	April 27, 2026	October 30, 2026
Therapeutic Massage	Day	April 27, 2026	December 18, 2026
Acupuncture	Day/Night	April 29, 2026	August 15, 2026

## **GENERAL ADMISSION PREREQUISITES & REQUIREMENTS**

General admissions requirements for all programs, which prospective students must meet:

- Be at least 18 years of age, if a prospective student is younger than 18, they must turn 18 on or before the graduation date established for the session in which they wish to enroll.
- A copy of a government-issued identification showing the date of birth.
- Complete a tour of the facility and interview with a representative of the school.
- Complete and submit a Lotus Professional College application form (must wait a minimum of 24 hours after completing the tour to apply).
- Submit a brief written statement as to why the applicant wants to pursue a career in the prospective field.
- Submit a \$100.00 registration fee as required.
- Educational requirement:
  - Specific educational requirements are found in each program section.
  - If any of the above documents are issued in a different name than the prospective student's current government-issued identification, the prospective student must supply a legal name change document.
- Students must have an active email account.
- Students must be in good standing on all financial accounts with Lotus Professional College.
- Must pass the assessments of technical ability and ability to benefit from enrolling in distance education portions of a program or course prior to enrollment.

## **LANGUAGE POLICY**

All Lotus Professional College courses are taught in English. All assessments are in English and must be able to be taken in English without using a translating device or a translator.

## **STUDENTS FOR WHOM ENGLISH IS A SECOND LANGUAGE POLICY**

If the prospective student received their education in another country the prospective student must present the school with a certified translation of their transcripts as well as a certification to the equivalency in the United States of America. The National Association of Credential Evaluation Services (NACES) has a directory of organizations that can provide the required credentials at [NACES](#). The admissions representative will evaluate the submitted information and determine if the student meets the requirements for admission. Once a student has met the admissions requirements and is accepted into a program the student will sign an enrollment agreement and arrange to pay; a deposit, one month's tuition; the full tuition; or provide proof of funding by a third-party agency which will pay the school directly. A copy of the fully executed enrollment agreement signed by both parties is provided to the student prior to the start of class.

English language competency is required of any student seeking admission to the acupuncture 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:

### **I. 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; Zimbabwe.

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

OR

- II. The applicant must complete one of the following assessments:
  - a. Test of English as a Foreign Language Internet-Based Test (TOEFL® iBT) - Acceptable scores:
    - i. TOEFL iBT total score – 61 with minimum speaking score of 20 and minimum listening score of 17.
    - ii. TOEFL scores will only be recognized if the test was taken in the two years immediately preceding the date of enrollment.
  - or
  - b. International English Language Testing System (IELTS) Academic Format - Acceptable scores:
    - i. IELTS overall band score 6 with a minimum speaking score of 6.5 and minimum listening score of 6.

## **STUDENT SERVICES**

### **Advising:**

Lotus Professional College provides academic advising, career advising, financial assistance advising, and can provide information on locally available transportation and childcare resources. If a student has a personal problem that exceeds the abilities of the faculty and/or staff to ameliorate, the student will be referred to an appropriate professional.

Faculty members are available to the students before and after class and at breaks during the classes that they teach. They are also available by appointment outside of regular scheduled class hours during the business week. The program director is the academic advisor for each program offered. The program directors keep regular office hours, are available by appointment at Lotus Professional College, and will respond to the student's concerns or messages in a reasonable time frame.

### **Academic Resources:**

All students have access to the Learning Resource Center at Lotus Professional College and have access to the Internet via Wi-Fi. The Learning Resource Center is available to all students during the following times: Monday – Friday 9:00 am – 8:00 pm, Saturday 9 am to 5 pm. Students and alumni are welcome to check out books, DVDs, or periodicals at any time and are expected to return them when they are finished. All materials must be returned prior to completion of the program.

Students have access to the library database Learning Information Resource Network (LIRN) on-site during the Learning Resource Center Library hours and offsite 24 hours a day, 7 days a week ([LIRN](#)). During several distance education orientation sessions, students receive instruction and training on navigating the LIRN system.

Students are also afforded access to the VCU libraries during normal business hours.

### **Job Placement:**

Lotus Professional College neither provides a post-graduation job placement service for the student nor guarantees employment. The College will share any employment opportunities of which the College is aware. Lotus Professional College tracks the employment of its graduates and all graduate employment statistics are made available to students and prospective students upon request from career services personnel.

### **Financial Aid:**

Lotus Professional College employs a Director of Financial Aid and offers various forms of financial assistance for those who qualify.



## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

All students have a right to access to their school records and to have their records kept confidential per the Family Educational Rights and Privacy Act (FERPA). Lotus Professional College has a policy of complete confidentiality of student records and will only release student transcript information when requested in writing by the student or authorized government officials.

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights concerning their education records. (An “eligible student” under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution at any age.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day Lotus Professional College receives a request for access. A student should submit to the registrar, head of the academic department, a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask Lotus Professional College to amend a record should write the Registrar, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If Lotus Professional College decides not to amend the record as requested, Lotus Professional College will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before Lotus Professional College discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

Lotus Professional College discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official typically includes a person employed by Lotus Professional College in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of Lotus Professional College who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for Lotus Professional College.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Lotus Professional College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

U.S. Department of Education  
Student Privacy Policy Office  
400 Maryland Ave, SW  
Washington, DC 20202-8520

## **Privacy Act Notice**

The Privacy Act of 1974 (5 U.S.C. 552a) requires that the following notice be provided to you:

The authority for collecting the requested information from and about you is §451 et seq. of the Higher Education Act (HEA) of 1965, as amended (20 U.S.C. 1087a et seq.) and the authorities for collecting and using your Social Security Number (SSN) are §484(a)(4) of the HEA (20 U.S.C. 1091(a)(4)) and 31 U.S.C. 7701(b). Participating in the William D. Ford Federal Direct Loan (Direct Loan) Program and giving us your SSN are voluntary, but you must provide the requested information, including your SSN, to participate.

The principal purposes for collecting the information on this form, including your SSN, are to verify your identity, to determine your eligibility to receive a loan or a benefit on a loan (such as a deferment, forbearance, discharge, or forgiveness) under the Direct Loan Program, to permit the servicing of your loan(s), and, if it becomes necessary, to locate you and to collect and report on your loan(s) if your loan(s) become delinquent or in default. We also use your SSN as an account identifier and to permit you to access your account information electronically.

The information in your file may be disclosed, on a case-by-case basis or under a computer matching program, to third parties as authorized under routine uses in the appropriate systems of records notices. The routine uses of this information include, but are not limited to, its disclosure to federal, state, or local agencies, to private parties such as relatives, present and former employers, business and personal associates, to consumer reporting agencies, to financial and educational institutions, and to guaranty agencies in order to verify your identity, to determine your eligibility to receive a loan or a benefit on a loan, to permit the servicing or collection of your loan(s), to enforce the terms of the loan(s), to investigate possible fraud and to verify compliance with federal student financial aid program regulations, or to locate you if you become delinquent in your loan payments or if you default. To provide default rate calculations, disclosures may be made to guaranty agencies, to financial and educational institutions, or to state agencies. To provide financial aid history information, disclosures may be made to educational institutions. To assist program administrators with tracking refunds and cancellations, disclosures may be made to guaranty agencies, to financial and educational institutions, or to federal or state agencies. To provide a standardized method for educational institutions to efficiently submit student enrollment status, disclosures may be made to guaranty agencies or to financial and educational institutions. To counsel you in repayment efforts, disclosures may be made to guaranty agencies, to financial and educational institutions, or to federal, state, or local agencies.

In the event of litigation, we may send records to the Department of Justice, a court, adjudicative body, counsel, party, or witness if the disclosure is relevant and necessary to the litigation. If this information, either alone or with other information, indicates a potential violation of the law, we may send it to the appropriate authority for action. We may send information to members of Congress if you ask them to help you with federal student aid questions. In circumstances involving employment complaints, grievances, or disciplinary actions, we may disclose relevant records to adjudicate or investigate the issues. If provided for by a collective bargaining agreement, we may disclose records to a labor organization recognized under 5 U.S.C. Chapter 71. Disclosures may be made to our contractors for the purpose of performing any programmatic function that requires disclosure of records. Before making any such disclosure, we will require the contractor to maintain Privacy Act safeguards. Disclosures may also be made to qualified researchers under Privacy Act safeguards.

## **MEDICAL RELEASE POLICY**

It is the student's or prospective student's responsibility to obtain a medical release from a physician if they have or develop any condition that could be contraindicated for participation in any of the class or clinic activities. In the event that a student is rendered unable or incapable of performing program requirements, they must withdraw from the program.

## **STUDENT CODE OF CONDUCT**

### **Introduction:**

Lotus Professional College is an academic community in which all members and visitors share the duty and responsibility of securing and maintaining the freedom to learn. Freedom carries responsibilities; chief among these is respect for the rights and the values of others.

Within the college community, individuals are accorded respect in a learning environment that is free of discrimination based on race, color, religion, national origin, political affiliation, disability, veteran status, sex, age, or sexual orientation. All students are expected to exhibit and practice appropriate behavior when participating in instructional settings, including field experiences, internships, athletic and cultural events, or any other related college endeavor.

The college faculty and staff recognize their role in developing this sense of responsibility through example and guidance. Additionally, every student is presumed to have sufficient maturity, intelligence, and concern for the rights and values of others to preserve the standards of the academic community. This Code enumerates clear expectations of

students as members of the college community, the kind of unacceptable behavior that may result in disciplinary action, and sanctions and disciplinary proceedings utilized when the Code is not observed. While on college property or at college-sponsored/supervised events, all persons, including guests of students, are required to abide by all college policies, procedures, practices, and related rules and regulations.

**The submission of an application to Lotus Professional College represents a voluntary decision on the student's part to abide by the Lotus Professional College Code of Conduct.** It is the student's responsibility to become familiar with the Lotus Professional College Code of Conduct. Lack of awareness is not an excuse for non-compliance with Lotus Professional College policies and regulations. All new students are oriented to the Code of Conduct during their program orientation, and the Code of Conduct is referenced on the course syllabus in all classes.

### **Definitions:**

When used in this Code of Conduct:

1. The term "college" means Lotus Professional College and, collectively, those responsible for its control and operation.
2. The term "student" includes all persons registered for credit courses and noncredit courses on a full-time or part-time basis.
3. The term "faculty member/instructor" means any person hired by Lotus Professional College to conduct educational activities. In certain situations, a person may be both a "student" and a "faculty member/instructor" and is subject to the rights and responsibilities of both.
4. The term "college official" pertains to all college employees.
5. The term "college" includes students (clock hour and credit hour) and all college employees.
6. The title "Program Director" refers to the current Program Director.
7. The term "school days" means any day when Lotus Professional College is open for regular business.
8. The term "college premises" includes all land, buildings, facilities, and any other property in the possession of, owned, used, or controlled by Lotus Professional College.
9. The term "policy" includes all written regulations of Lotus Professional College as found in, but not limited to, the college catalog.
10. The term "recommendation" refers to a remedy proposed by the Misconduct Hearing Committee. A recommendation is not binding.
11. The term "decision" refers to a determination by the Program Director or their designee, or the President or his/her designee. A decision is binding.

### **Student Rights and Responsibilities:**

The following statement of rights and responsibilities is designed to clarify those rights that the student may enjoy as a member of the College. It also defines the responsibilities and obligations of the student in joining the college community.

#### **Student Rights:**

1. Each student is guaranteed the privilege of exercising his or her rights without fear of prejudice.
2. Students are free to pursue their educational goals. Appropriate opportunities for learning in the classroom and on the campus are provided by the college through the curricula offered.
3. Students have the right to freedom of expression, inquiry, and assembly, subject to policy, rules, and regulations.
4. Students have the right to inquire about and offer suggestions to improve policies, regulations, and procedures that affect their welfare.
5. Students are entitled to due process as required by law and by the Code of Conduct.
6. The student as a member of the college community has the right to expect safety, protection of property, and the continuity of the educational process.
7. A student has the right to access the college catalog and the Code of Conduct which lists the policies and procedures of the college.
8. Each student is informed at the beginning of each course how the course will be graded. A written syllabus is provided to the student which will include a course outline and a grading and attendance policy.

#### **Student Responsibilities:**

1. The student has a responsibility to demonstrate respect for self and others in the college community (including faculty, staff, and other students).

2. The student has the responsibility to know and abide by the regulations and policies of the college, including registration deadlines, payment of tuition, withdrawal dates, and graduation application deadlines.
3. The student has the responsibility to pay all fines.
4. The student has the responsibility to maintain academic integrity.

### **Prohibited Conduct:**

The following conduct, which is not an all-inclusive list, is subject to disciplinary action:

1. Failure to furnish identification upon the request of a college official.
2. Intentionally providing false information on any college application, transcript, or written document.
3. Intentionally making false material statements to the college.
4. Forgery, alteration, or misuse of any college documents, records, equipment, or identification.
5. All forms of academic dishonesty including cheating and plagiarism (See section on Academic Dishonesty).
6. Obstructing or acting in a manner disruptive or disturbing to the normal educational functions of the college, administration of the college, disciplinary procedure, or other college activities.
7. Any disruptive behavior in the classroom that interferes with the faculty member's ability to teach or the student's ability to learn.
8. All forms of violence, threatening behavior, verbal/non-verbal harassment, physical and/or psychological abuse, stalking, and/or conduct that threatens or endangers the health and safety of any person. This includes harassment and threatening behavior using email and social media sites.
9. All forms of sexual harassment and sexual assault (see Lotus Professional College Sexual Misconduct Policy).
10. Engaging in any type of lewd or obscene language or conduct on Lotus Professional College property.
11. Stealing, concealing, defacing, or damaging college property or the property of a member of the college community or campus visitor.
12. Unauthorized entry to or use of college and off-campus properties, including the failure to leave any of the buildings or grounds after being requested to do so by an authorized employee of Lotus Professional College.
13. Attending a course without being properly registered.
14. Bringing unregistered visitors, including children.
15. Use of alcoholic beverages including the purchase, serving, consumption, possession, or sale of these items on college property or at any college-sponsored student event or activity.
16. Possessing, using, selling, or distributing illegal drugs or controlled substances as defined by Virginia law.
17. Attending class impaired under the influence of drugs or alcohol.
18. Possession or use of firearms, explosives, or any other dangerous or deadly weapons. An instrument designed to look like a weapon, which is used by a student to cause reasonable apprehension or harm, is expressly included within the definition of a weapon.
19. Activating a fire alarm, making a threat to bomb or damage college property, or encouraging others to commit such an act. These acts will be disciplined by the college as well as turned over for criminal prosecution.
20. Failure to comply with lawful directions of college officials acting in the performance of their duties.
21. Lotus Professional College telephone is not for personal use and may be used by students only with the permission of the faculty or staff -- **except** -- in the case of emergencies in which case it should be utilized as needed.
22. Each program will have additional conduct specific to their program and can be found in each program's section.
23. The student is required to always behave in a professional manner, and with due respect and courtesy towards fellow students and instructors.
24. The student is also expected to take appropriate care of Lotus Professional College property and equipment.
25. Lotus Professional College faculty office is off-limits to students except with the permission of the faculty or staff of Lotus Professional College.
26. Cell phones may only be used with the instructor/professor's permission.
27. Lectures may only be recorded with permission from the instructor/professor.

### **ACADEMIC INTEGRITY POLICY**

Lotus Professional College sets high standards for academic integrity and takes academic dishonesty very seriously. The following misconduct is considered a violation of academic honesty and is subject to disciplinary action. All forms of academic dishonesty, including cheating, plagiarism, knowingly furnishing false information to the college or instructors, and the forgery, alteration, or use of college documents or instruments of identification with the intent to defraud whether intentional or not.

1. Plagiarism is the appropriation of passages, either in word or in substance, from the writings of another and the incorporation of those passages as one's own written work offered for credit. It is always assumed that the written work offered for credit is the student's own unless proper credit is given to the original author using quotation marks and footnotes or explanatory inserts.
2. Collaboration with another person in the preparation or editing of notes, themes, reports, or other written work offered for a grade is prohibited unless such collaboration has been specifically approved in advance by the instructor. Examples of collaboration include extensive use of another's idea for preparing a creative assignment and receiving undue assistance in the preparation or editing of written materials.
3. Giving or receiving, offering, or soliciting information on any quiz, test, or examination is prohibited; this includes the following:
  - Copying from another student's paper.
  - Use of non-approved prepared materials during an examination.
  - Collaboration with another student during the examination.
  - Buying, selling, stealing, soliciting, or transmitting an examination or any material purported to be the unreleased contents of a (coming/pending) examination or the use of any such material.
  - Substituting for another person during an examination or allowing such a substitution for oneself.
  - Providing test question information to students prior to that student taking the test.
4. Using electronic or internet resources without the permission of the instructor is prohibited.

## **STUDENT CONDUCT AND RESPONSIBILITY**

Penalties and institutional policies on copyright infringement are as follows:

Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws:

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute copyrighted work. In the file sharing context, downloading, or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties.

In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the website of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov).

## **STUDENT SOCIAL MEDIA POLICY**

Students have extensive access to social media. Social media offers a variety of positive experiences and benefits to students, including increased engagement in the community, increased sense of social connection and sense of well-being. Social media also harbors several known risks to students' privacy, future employment, and current well-being. The risks include, but are not limited to, bullying, harassment, defamation, and injury to reputation. Those risks are heightened by the public nature and inherent insecurity of electronic digital communication. The purpose of this policy is to promote, instill, and support habits of communication and character that will help Lotus Professional College students be successful both in their progress toward completing their educational program and in their future lives.

Lotus Professional College has a zero-tolerance policy towards the use of social media to bully, harass, defame, or otherwise injure the personal reputation of any other person, regardless of whether they are associated with Lotus Professional College (as a staff or faculty member, student, or volunteer) or are a member of the general public.

The College recognizes that social media behavior is entitled to extensive protections under the First Amendment. The College guarantees and protects the speech rights of students. This policy will be interpreted with those protections in mind.

Lotus Professional Colleges utilizes social media to teach students to build successful practices.

## **SEXUAL VIOLENCE, DOMESTIC VIOLENCE, DATING VIOLENCE, & STALKING (TITLE IX)**

As a recipient of federal funds, Lotus Professional College is required to comply with Title IX of the Higher Education Amendments of 1972, 20 U.S.C. § 1681 et seq. ("Title IX"), which prohibits discrimination based on sex in educational programs or activities, admission, and employment. Under certain circumstances, sexual misconduct, sexual harassment, and similar conduct constitute sexual discrimination prohibited by Title IX. Inquiries concerning the application of Title IX may be referred to the College's Title IX Coordinator or to the U.S. Department of Education's Office for Civil Rights. Lotus Professional College is committed to providing an environment that is free from harassment and discrimination based on any status protected by law.

## **SEXUAL HARASSMENT POLICY**

### **Definitions of Harassment:**

Sexual harassment constitutes discrimination and is illegal under federal, state, and local laws. For the purposes of this policy, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when, for example, submission to such conduct is made either explicitly or implicitly a condition or term of an individual's academic status; submission to or rejection of such conduct by an individual is used as the basis for academic status decisions affecting such individual; or such conduct has the purpose or effect of unreasonably interfering with an individual's academic performance or creating an intimidating, hostile or offensive academic environment. Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include but are not limited to unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, catcalls or touching; insulting or obscene comments or gestures; display or circulation in the academic environment of sexually suggestive objects or pictures (including e-mail, text messaging or other electronic means), and other physical, verbal or visual conduct of a sexual nature.

Gender harassment is harassment not involving sexual activity or language (e.g., a male manager yells only at female employees and not males) and may also constitute discrimination if it is severe or pervasive and directed at a student because of their gender.

Harassment based on any other protected characteristic is also strictly prohibited. Under this policy harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, national origin, age, disability, alien or citizenship status, marital status, creed, genetic predisposition or carrier status, sexual orientation or any other characteristic protected by law or that of his/her relatives, friends or associates, and that: has the purpose or effect of creating an intimidating, hostile or offensive academic environment; has the purpose or effect of unreasonably interfering with an individual's academic performance; or otherwise adversely affects an individual's academic opportunities. Harassing conduct includes, but is not limited to epithets, slurs, or negative stereotyping; threatening, intimidating, or hostile acts; denigrating jokes, displays, or circulation in the academic environment of written or graphic material that denigrates or shows hostility or aversion toward an individual or group (including e-mail, text messaging or other electronic means). All students, faculty, and staff can expect to work and study in an environment free of any written or spoken communication that would be construed in any way as harassment. No form of harassment will be tolerated by anyone associated with Lotus Professional College. Any report by students, faculty, or staff of harassment will be thoroughly investigated by the Program Director. Please refer to the policy on complaint resolution for additional details.

## **DISCIPLINARY POLICY**

If a student violates any provision of the Student Code of Conduct, the Policy on Academic Integrity, Sexual Misconduct Policy, or the Social Media Policy, is unprepared to or unwilling to participate in the planned lessons, or is being disruptive; the Instructor, Program Director, or any Lotus Professional College staff member may ask the student to leave for the remainder of the day or evening for on-site or virtual classes.

1. The student will be given a verbal warning on the first conduct offense, the second offense will receive a written warning, and, on the third offense, the student may be expelled.
2. If the offense is deemed dangerous or severe enough, the student may be expelled immediately.

## **EXPULSION**

The President, Program Director, Financial Aid Director, or Registrar has the authority to dismiss any student from the program for good cause. A good cause shall include, but is not limited, to any of the following:

1. Violating the Code of Conduct, policy on Academic Integrity, or Social Media Policy.
2. Any material breach of the policy on conduct set forth in this catalog.
3. Any instance of “prohibited conduct” as set forth in the Code of Conduct.
4. Engaging in conduct that is or has the potential to be damaging to the reputation or image of Lotus Professional College. This includes social media.
5. Engaging in unprofessional, disorderly, or disruptive conduct.
6. Failure of the student to meet his/her obligations as set forth under the enrollment agreement.
7. Violation of attendance policy as set forth in the policy on attendance.
8. Failure of the student to meet their financial obligations as set forth under the terms of the enrollment agreement; a student more than 2.5 months behind in their tuition payments without making prior acceptable arrangements with Lotus Professional College may be expelled.

## **CANCELLATION, SETTLEMENT, WITHDRAWAL, EXPULSION, & REFUND POLICY FOR CLOCK HOUR PROGRAMS**

I. (a) Applicants who submit their application and pay the registration fee are not entitled to a refund of the registration fee unless they enroll and meet the requirements for a refund described below in parts b and c of this section.

(b) The student may cancel the enrollment agreement within three (3) business days of signing it (weekends and holidays are excluded in the calculation of the three (3) business days). All fees paid by a student including the registration fee shall be refunded.

(c) A student who cancels the enrollment agreement after three (3) business days have passed since signing the agreement (weekends and holidays are excluded in the calculation of the three (3) business days) but before the first day of class, is entitled to a refund of all monies paid minus the lesser of \$100.00 or 15% of the stated costs of the program.

II. (a) The student hereby agrees that in the event he/she withdraws or is dismissed, if the tuition has not been paid in full, either directly or through a student loan, the student shall be responsible for the balance of tuition owed to Lotus Professional College. Also, if tuition has been paid upfront, in full, Lotus Professional College will refund the student according to the following schedule, based on the student’s last date of attendance:

(i) If a student withdraws or is dismissed during the first quarter of the program, the student shall be responsible for paying an amount equal to twenty-five (25) percent of the total tuition, with any balance owing on this amount due within 30 days of Lotus Professional College’s receipt of the student’s notice of withdrawal or the date upon which the student was expelled. Lotus Professional College will refund any money due to the student which has been paid over that amount within 30 days of Lotus Professional College’s receipt of the student’s notice of withdrawal or from the date the student was expelled.

(ii) If the student withdraws or is dismissed during the second quarter of the program the student shall be responsible for paying an amount equal to fifty (50) percent of the total tuition, with any balance owing on this amount due within 30 days of Lotus Professional College’s receipt of the student’s notice of withdrawal, or the date upon which the student was expelled. Lotus Professional College will refund any money due to the student which they have paid over that amount within 30 days of Lotus Professional College’s receipt of the student’s notice of withdrawal, or from the date the student was expelled.

(iii) If the student withdraws or is dismissed during the third quarter of the program the student shall be responsible for paying an amount equal to seventy-five (75) percent of the total tuition, with any balance owing on this amount due within 30 days of Lotus Professional College’s receipt of the notice of withdrawal, or the date upon which the student was expelled. Lotus Professional College will refund any money due to the student which they have paid over that amount within 30 days of Lotus Professional College’s receipt of the student’s notice of withdrawal, or the date upon which the student was expelled.

(iv) If the student withdraws or is dismissed after completing three-quarters of the program the student shall be responsible for paying in full an amount equal to one hundred (100) percent of the tuition, with any balance owing on such amount due within 30 days of Lotus Professional College's receipt of the notice of withdrawal, or the date the student was expelled. Lotus Professional College will refund any money due to the student which they have paid over that amount within 30 days of Lotus Professional College's receipt of the student's notice of withdrawal, or from the date the student was expelled.

(b) For the purposes of this section of the agreement, the student's time in the program (other than transfer students) will be based on the total number of program hours divided by the number of hours completed at the point of the student's withdrawal/expulsion from Lotus Professional College. This formula will apply for all students (except transfer students) regardless of the method of payment.

(c) For purposes of this section of the agreement, if the student is a transfer student, the total amount of time required for the student to complete the program will be determined by subtracting the number of hours accepted for transfer from the total number of program hours. The amount of this calculation will be divided by the number of hours provided by the class to which the student was assigned from the date of the student's first day of classes at Lotus Professional College up to and including the date upon which the student last attended classes.

## **CANCELLATION, SETTLEMENT, WITHDRAWAL, EXPULSION, & REFUND POLICY FOR DEGREE PROGRAMS**

I. (a) Applicants who submit their application and pay the registration are not entitled to a refund of the registration fee unless they enroll and meet the requirements for a refund described below in parts b and c of this section.

(b) The student may cancel the enrollment agreement within three (3) business days of signing it (weekends and holidays are excluded in the calculation of the three (3) business days). All fees paid by a student including the registration fee shall be refunded.

(c) A student may cancel the enrollment agreement after three (3) business days have passed since signing the agreement (weekends and holidays are excluded in the calculation of the three (3) business days) but before the first day of class, is entitled to a refund of all monies paid the lesser of \$100.00 or 15% of the stated costs of the program.

II. (a) The student hereby agrees that in the event he/she withdraws or is dismissed, if the tuition has not been paid in full, either directly or through a student loan, the student shall be responsible for the balance of tuition owed to Lotus Professional College. Also, if tuition has been paid upfront, in full, Lotus Professional College will refund the student according to the following schedule, based on the student's last date of attendance:

(b) If the student withdraws or is dismissed before the add/drop date then 100% of the tuition will be refunded.

(c) If the student withdraws or is dismissed after the add/drop date then the student is responsible for 100% of the tuition.

(d) The add/drop date is defined as 7 days after the start of each trimester.

## **RETURN TO TITLE IV WITHDRAWAL FOR STUDENTS RECEIVING FEDERAL STUDENT AID POLICY**

If a student who is receiving federal student aid in the form of a grant or loan withdraws from Lotus Professional College before completing 60% of their enrolled program, the financial director who oversees Title IV funds will evaluate and recalculate their aid eligibility based on the Federal Return of Title IV funds formula known as R2T4. If the calculation indicates that any amount of financial aid must be returned by Lotus Professional College to the federal government, the student must pay Lotus Professional College the amount owed. This process must be done as soon as possible but no later than 45 days after determining the student has withdrawn. If a credit is owed to the student, then it will be disbursed as soon as possible but no later than 14 days after the calculation of the R2T4.



## **RETURN OF TITLE IV AID POLICY**

The Higher Education Act, as amended, requires Lotus Professional College to determine the amount of Title IV program assistance that a student earns if he/she withdraws from the institution. Title IV funds that are offered at the institution include Federal Pell Grants and Subsidized and Unsubsidized Federal Direct Stafford Loans.

If a student withdraws or is dismissed for any reason per our policies and procedures during a payment period, the amount of Title IV program assistance that a student earns up to the date of withdrawal is determined by a specific formula. A student's official or unofficial withdrawal date is always the last date of academic attendance as determined by the school's attendance records. If a student received less assistance than the amount that was earned, the student may be eligible for additional assistance. If a student received more assistance than the amount that was earned, the excess funds must be returned by the institution and/or the student.

The amount of assistance a student earns is determined on a pro-rata basis. The formula for clock-hour programs requires the calculation to be determined by dividing the number of clock hours in the payment period by the number of scheduled clock hours that elapsed up to the date of withdrawal. For example, if the student completed 30 percent of the payment period, the student earns 30 percent of the amount of assistance the student was originally scheduled to receive. Once the student has completed more than 60 percent of the payment period, the student earns 100 percent of the Title IV program assistance that he or she was scheduled to receive for that payment period.

If a student did not receive all the Title IV program assistance funds earned up to the date of withdrawal, the student may be due a post-withdrawal disbursement. If the post-withdrawal disbursement includes loans, the institution must obtain the student's permission or parent's (in the case of PLUS loans) before the loan funds can be disbursed. Students and Parents (in the case of PLUS Loans) have 14 days to respond to accept or decline the funds. A student or parent may choose to decline all or some of the loan funds so that additional debt is not incurred. The institution may automatically use all or a portion of grant funds for tuition and fees as well as any other educationally related expenses, with the student's permission. Any excess grants funds will be disbursed to the student. Grants must be disbursed within 45 days.

If a student receives excess Title IV funds that must be returned, the institution must return a portion of the excess equal to the lesser of:

- Institutional charges multiplied by the unearned percentage of the Title IV funds: or
- The entire amount of excess of Title IV funds.

Unearned Title IV funds must be returned in the following order:

- Unsubsidized Federal Direct Stafford Loans.
- Subsidized Federal Direct Stafford Loans.
- Federal Direct PLUS Loans.
- Federal Pell Grants.
- Iraq & Afghanistan Service Grants/Fallen Hero's

If there is a remaining balance of unearned Title IV funds beyond the amount of Title IV funds the institution is required to return, the student must return the remaining unearned Title IV funds. For any Direct Loan funds, a student (or the parent) must repay the loan in accordance with the terms and conditions of the Master Promissory Note. Any amount of unearned grant overpayment that the student must repay will be any amount of the grant overpayment in excess of fifty (50) percent of the amount of the grant received or was scheduled to be received. If the original amount of the grant overpayment is \$50 or less, the grant overpayment would not have to be repaid. The student must make arrangements with the institution or the Department of Education to return the unearned grant funds.

The requirements for returning Title IV funds when a student withdraws are separate from any refund policy the institution has. Therefore, the student may owe funds to the institution to cover unpaid institutional charges. The policy and procedure for a student who wishes to withdraw from the institution is found in the student catalog of policies and procedures.

### **Title IV Credit Balances:**

A title IV credit balance occurs whenever a student has funds credited to their account which exceeds the total amount of a student's direct charges. Credit balances resulting exclusively from Title IV aid are disbursed directly to the student or

parent as soon as possible but no later than 14 days after the date the funds were applied to a student's account. A student's unpaid charges on their bill must be satisfied before a refund can be processed.

Federal Regulations also require that Lotus Professional College document that a student begins attending classes in order to be eligible for a disbursement of a credit balance. Therefore, Lotus Professional College begins processing disbursements once it has been verified that the student has attended class.

The Financial Aid Office will evaluate an account balance statement for each student to see if any meet the Title IV credit balance threshold as stipulated above. At that point, the Financial Aid Office will communicate with the student to confirm the details of the distribution of the credit. Distributions are made to the student via paper check, the student may deposit as desired. If the student has not cashed the check after 240 days from the date of the check issue, Lotus Professional College will cease all attempts to disburse any Title IV funds represented in the check to the student and return the funds to the Department of Education in accordance with the Federal Student Aid Handbook.

## **MILITARY SERVICES TUITION RELIEF, REFUND, & REINSTATEMENT POLICY**

### **Purpose:**

Lotus Professional College policy statement provides for the tuition relief, refund, and reinstatement of students whose service in the uniformed services has required their sudden withdrawal or prolonged absence from their enrollment. Please Note that a Refund and Return to Title IV are not the same process.

Pursuant to 23-9.6:2 of the Code of Virginia, and corresponding SCHEV Guidelines, Lotus Professional College provides for the tuition relief, refund, and reinstatement of students whose service in the uniformed services has required their sudden withdrawal or prolonged absence from their enrollment due to a call or order to active duty, of more than 30 days, after the beginning of a semester. Dependents of military members may also be given consideration under this policy.

For the purposes of this policy, the following definitions shall apply:

- “Service in the uniformed services” means service (whether voluntary or involuntary) on active duty in the Armed Forces, including such service by a member of the National Guard or Reserve, for a period of more than 30 days under call or order to active duty of more than 30 days.
- “Census Date” means the point in a program at which the student’s enrollments are final and credits are locked. Census dates coincide with the last date in a program that students can withdraw for a full refund.
  - For credit hour programs the Census Date is the last day to drop for a full refund of tuition.
  - For clock hour programs the Census Date is the first day of class. If a student attends the first hour of class, they are responsible for tuition for the first quarter.
    - Each quarter is the equivalent of 150 hours, four quarters = 600 hours.
- “Dependents” is defined as any civilian qualifying as a military dependent under 37 USC 401 currently or as otherwise amended.
- “Tuition” means the actual price of education charged to a student for the term in which service in the uniformed services caused his or her sudden withdrawal or prolonged absence from enrollment at a Virginia institution of higher education.
- “Reinstatement” means the re-admittance and re-enrollment of a student whose service in the uniformed services has caused his or her sudden withdrawal or prolonged absence from enrollment.
- “Sudden withdrawal” means leaving an institution after a semester has begun or after the tuition and required fees for a term have already been billed to or paid by the student.

### **Documentation:**

Students need to submit documentation of the official military orders to the Registrar before the end of the program of withdrawal or prolonged absence.

### **Tuition and Required Fees:**

If the student is deployed to active-duty military service as described in the Code of Virginia, Section 23-9.6:2, during the program and the student requests to be withdrawn from Lotus Professional College after the census date, the student may elect either to be deleted from the registration file and be awarded a full refund or to be administratively withdrawn with no refund and assigned a grade of "W".

Lotus Professional College offers the option for such refunds to be retained and to be applicable to tuition and fees charged in the program or term in which the student returns to study.

In the event there is an unpaid student account balance at the time of deployment, Lotus Professional College will work with students on payment arrangements. No collection actions will occur during deployment; however, the student must resolve any unpaid balances prior to subsequent enrollment.

### **Academic Credit:**

When a student is deployed to active-duty military service (for reservists) or mobilized (active military) as described in the Code of Virginia, Section 23-9.6:2 he/she can receive an incomplete grade ("I") until released from active duty (for reservists) or mobilization (for active military personnel). All course requirements shall be completed within one year from the date of release from active duty or mobilization. The student may be given the option of taking his/her examinations prior to regularly scheduled times as an exception to Lotus Professional College in accordance with the SCHEV Guidelines on Tuition Relief, Refund, and Reinstatement.

### **Reinstatement:**

A student who is called to active duty or is mobilized shall be assured a reasonable opportunity to be reinstated in the same programs of study (if available) without having to re-apply for admission if they return to Lotus Professional College after a cumulative absence of not more than five years so long as the student provides notice of intent to return to the institution not later than three years after the completion of military service.

## **NON-DISCRIMINATION POLICY**

Lotus Professional College does not discriminate based on age, race, ethnic background, religion, gender, sexual orientation, national origin, or disability in its operation of the program.

Any student with a disability should consult directly with the Program Director prior to the first day of class (see Student Disability Accommodation). The student must provide written details of the needed accommodation to the Program Director with supporting official documentation regarding any accommodation they may require to adequately meet the program requirements. The Program Director will work with the student throughout the program to ensure that those needs are addressed and that the accommodations are met as mandated by the ADA.

## **STUDENT DISABILITY ACCOMMODATION**

### **Scope and Purpose:**

This policy allows a qualified student with a disability to seek reasonable accommodation in any of the programs and activities offered by Lotus Professional College. The student and applicant who identify themselves as having a disability for which they seek reasonable accommodation through this policy are eligible to be considered for such accommodation. Applicants to Lotus Professional College are covered by this policy for requests relating to the admissions process. This policy enables Lotus Professional College to comply with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973, which require reasonable accommodation for qualified students with disabilities. An accommodation may constitute any reasonable adjustment required for a student to have equal access to Lotus Professional College's programs and activities. Accommodation is individual-specific; they are therefore considered on a case-by-case basis.

### **Policy:**

Lotus Professional College provides a qualified student with a disability reasonable accommodation under applicable law.

### **Procedure:**

A qualified student with a disability seeking reasonable accommodation should submit a request for accommodation in writing to the Program Director. The request should explain the need for accommodation and can include a specific accommodation request. The request should be submitted as far in advance as practicable to allow sufficient time for appropriate documentation, and the interactive process, and for Lotus Professional College to consider and make determinations as to the accommodation request. The student must cooperate with Lotus Professional College in seeking and evaluating all accommodation options and alternatives. Consistent with the law, Lotus Professional College may

require medical verification of both a student's disability and the need for the accommodation, submitted to Lotus Professional College by a health care provider. If the accommodation is reasonable, would not impose an undue hardship on Lotus Professional College, and would not pose a direct threat to the health or safety of the student or others, Lotus Professional College will attempt to make the accommodation.

If accommodation is granted, a student's disability information may be released, in confidence, to employees or other members of the community who have a need to know in order to implement or assist with the accommodation. Students may be asked to renew accommodation requests and documentation at various time intervals. All information submitted to or developed by Lotus Professional College relating to the diagnosis, documentation or accommodation of a disability is considered confidential and will not become part of any other student record. The student may choose whether they wish to identify themselves as having a disability; however, a student who seeks accommodation under this policy must identify the disability. Retaliation against a student with a disability for requesting or using accommodation is strictly prohibited. Questions concerning the application of this policy may be made to the Program Director.

### **COMPLAINT RESOLUTION POLICY**

1. Any student complaint should first be addressed verbally between the students and the student's instructor.
2. If the student is dissatisfied with the instructor's verbal resolution, the student, then will put the complaint in writing to both the Instructor and the Program Director.
3. The Program Director will communicate their final decision in writing to the student and, if an instructor is involved, the instructor will also receive a copy. The written decision shall indicate the basis for the Program Director's decision.
4. If the student is dissatisfied with the Program Director's decision, the student may request a panel of three (3) Lotus Professional College faculty and/or staff members be appointed to hear the issue and submit a suggested course of action to the Program Director. The Program Director will again submit the panel decision in writing to the student.
5. If the student is dissatisfied with the panel decision, then the student will submit another written dispute including the original complaint and the dissatisfaction of the decisions to the President of Lotus Professional College.

If the student is dissatisfied with the President's final decision, the student may file a written complaint with the appropriate regulatory agency (comprehensive list on page 19). A student will not be subject to unfair actions as a result of their initiation of a complaint proceeding.

**State Council of Higher Education for Virginia - SCHEV**

101 N. 14TH St., 10<sup>th</sup> Floor, James Monroe Bldg.

Richmond, Virginia 23219

Tel: (804) 225-2600 Fax: (804) 225-2604

E-mail: [communications@schev.edu](mailto:communications@schev.edu)

Website: [www.schev.edu](http://www.schev.edu)

A copy of the SCHEV Complaint Resolution Form is available online at: [StudentComplaintForm](#)

**ACAHM**

Accreditation Commission for Acupuncture and Herbal Medicine

500 Lake Street, Suite 204

Excelsior, MN 55331

General telephone: (952) 212-2434

General Email: [info@acahm.org](mailto:info@acahm.org)

The Accreditation Commission for Acupuncture and Herbal Medicine (ACAHM or Commission) is interested in the quality of its accreditation services and programs and institutions it accredits and will evaluate all complaints that allege non-compliance with its Eligibility Requirements, Standards and Criteria for Accreditation, and/or its required accreditation process/procedure(s). However, ACAHM does not intervene on behalf of individuals, serve as a mediator or act as a court of appeal for individuals in cases of disciplinary action or dismissal. Neither does ACAHM review decisions in such matters as: admission; grade changes; graduation; faculty appointment; promotion or dismissal of faculty, staff, or students - unless the context suggests unethical or unprofessional actions that seriously impair or disrupt the educational services of an ACAHM-accredited or pre-accredited program or institution. If you believe that ACAHM or an ACAHM-accredited or pre-accredited Institution/Program is not in compliance with ACAHM's Eligibility Requirements, Standards and Criteria for Accreditation, and/or its required accreditation policies and/or procedures you may file a written complaint with ACAHM using [ACAHM's Complaint Form](#).

**Department of Professional and Occupational Regulation (DPOR)**

Perimeter Center Suite 102 (first floor)

9960 Mayland Drive, Richmond VA 23233-1463

Tel: (804) 367-8500 Fax: (866) 282-3932

Email: [ComplaintAnalysis@dpor.virginia.gov](mailto:ComplaintAnalysis@dpor.virginia.gov)

Website: <http://www.dpor.virginia.gov>

A copy of the DPOR Complaint Resolution Form is available online at: [DPOR Complaints](#)

**Accrediting Commission of Career Schools & Colleges (ACCSC)**

2101 Wilson Boulevard, Suite 302

Arlington, VA 22201

(703) 247-4212

[www.accsc.org](http://www.accsc.org) | [complaints@accsc.org](mailto:complaints@accsc.org)

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting [complaints@accsc.org](mailto:complaints@accsc.org) or at [ACCSC Student Complaints](#).

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission.

**Virginia State Approving Agency & US Department of Veterans Affairs**

Grievance Policy: The Virginia State Approving Agency (SAA) is the approving authority of education and training programs for Virginia. Our office investigates complaints of GI Bill® "beneficiaries". While most complaints should initially follow the school grievance policy, if the situation cannot be resolved at the school, the beneficiary should contact our office via email [saa@dvs.virginia.gov](mailto:saa@dvs.virginia.gov)

## **LEAVE OF ABSENCE POLICY**

Leave of absence is not offered.

## **NUMBER AND DEFINITION OF CLOCK HOURS**

For purposes of the program, one (1) clock hour is composed of a 60-minute time increment with a minimum of 50 minutes of classroom instruction in person or in a synchronous online format or supervised practice.

## **NUMBER AND DEFINITION OF CREDIT HOURS**

One (1) credit hour is equal to a minimum of 1 classroom hour per week and 2 hours per week of out-of-classroom work or 1 credit hour of lab is equal to 2 hours of lab per week.

## **ATTENDANCE POLICY**

### **Clock Hour Programs:**

The student is expected to attend all scheduled program hours.

The 600-Hour Massage Program: The student cannot exceed more than 30 hours of absences in the first 300 scheduled hours or the second 300 scheduled hours of their program. ***All missed time must be made up in the format that it is missed.***

The 600-Hour Esthetics and Master Esthetics Programs: The student cannot exceed more than 30 hours of absences in the first 300 scheduled hours or the second 300 scheduled hours of their program. ***All missed time must be made up in the format that it is missed.***

For all programs, exceeding the allowable number of absences is cause for dismissal from the program and the student would receive a grade of (F) fail.

The student's attendance must be able to be verified both verbally and visually during online class time or they will be counted as absent. During classes presented via the online platform, the student must have their camera on, sitting in an upright position, and their face, neck, and shoulders must be visible.

### **Clock Hour Make-up Policy:**

#### **Classroom Hours**

1. All missed classroom clock hours must be made up by attending a make-up class and completing an assignment that is related to the missed class topic.
  - a. The make-up assignment must be emailed or physically handed to the registrar at the end of the class for the student to receive credit for the make-up hours. If the assignment is not emailed to the registrar at the end of the class, the make-up hours will not count.
2. Whatever type of class missed must be made up in the same manner that the class was presented (Online platform made up via online platform, Clinic made up during approved Clinic time, or In-Person Classroom made up during an approved In-Person Class).
3. Make-up classes must be supervised by an instructor who is approved to teach in the course in which you missed the class hours.
4. Students must contact the registrar to get approval to make up any time missed.
5. If a student is making up online hours they must sign in and the student's full name must appear on their online platform login, and they must send the instructor a private message they are attending make-up hours upon login.
  - a. Online classroom activity reports are used to verify student log-in, the instructor will also verify attendance manually and submit a daily attendance report to the registrar, and the registrar will verify you have completed the assignment.
  - b. If a student is not visible the instructor will remove them from the online class.
6. All make-up hours must be completed prior to the end of the program.

## **Clinic Hours**

1. All missed clinic hours must be made up by attending an approved clinic.
2. Clinic make-up hours must be requested and approved one week ahead of time and approval will be based on available space in the clinic.

## **Credit Hour Programs Make-up Policy:**

The student is expected to attend all scheduled program hours. A student may miss up to 2 classes per course per trimester including in-class and online meetings. If a student misses more than 2 classes per course per trimester, the student will be removed from that course and receive an (F) fail for that course.

In an emergency circumstance, if a student misses more than the allowed 2 classes per course per trimester, the reasons must be verified, and if approved by the professor and program director, the absence or assignments must be made up in a reasonable time frame the program director will set. The student's grade will be an incomplete "I" until the program hours or work are made up and if not made up in the timeframe given the incomplete will be changed to a fail "F".

## **DISTANCE EDUCATION POLICY**

Lotus Professional College has portions of each program that are taught in a distance education format.

Lotus Professional College will provide limited technical support to help the student with setting up and using the distance education platform before and during the program.

Prior to enrollment, the student must pass the online assessment and indicate that they have access to the Internet, the ability to access the online classes, and the ability to navigate the online platform. A mandatory online orientation is held for students during the week prior to the first day of class.

The student should have access to adequate bandwidth or Wi-Fi speed, a computer-sized screen, and be able to attend in a classroom-like environment. The bandwidth should be enough to have a continuous uninterrupted connection for the entirety of the class time with the ability to navigate multiple applications. The computer screen size should be large enough to see the instructor's shared screen easily; mobile phone screens will not be adequate. The classroom-like environment should promote healthy learning within a quiet area free from excess noise and distractions and ***limited/no interactions with any outside influence***, just like what is found in the classroom when in attending in person.

All the policies and procedures remain the same for the distance education classes as they are for the on-site classes. The synchronous online class format is designed to be comparable to on-site lecture classes; therefore, the students should be present in the same manner as if they were on-site. The student's attendance is recorded and counts the same as if the class were on-site. If a student signs in late, leaves early, is absent, or is not visible on camera, this will count against the allowable missed class time for the program.

The student must be signed in using their own log-in, their legal first name, and last name for identification purposes and must be visible during the class to receive credit for their class hours. Visibility in the online platform constitutes the student sitting upright with the face, neck, and shoulders visible, facing directly toward the camera in program-specific scrubs. A student who is not visible during class may be counted absent from that class. In emergency cases, a student may notify their instructor of technical issues and may be allowed to call into the class over the phone.

If the student cannot comply with the listed online learning policies and procedures, at the instructor's discretion, the student may be removed from the class, and the missed time will count towards an absence.

## **SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY**

### **Clock Hour Programs**

Lotus Professional College has a policy that requires all students to maintain Satisfactory Academic Progress throughout their program.

A student must meet specific standards of satisfactory academic progress regardless of whether the student receives Title IV student financial assistance or Veterans Benefits. If a student does not achieve the minimum standards of satisfactory

academic progress required by this policy, the student will no longer be allowed to continue as a regular student and will no longer be eligible to receive Title IV student aid funds (unless the student is on Financial Aid Warning as set forth by the institution). Lotus Professional College's satisfactory academic progress policy establishes the qualitative (grade-based) standards and the quantitative standards (pace), which are measured at the end of each payment period.

### **Qualitative and Quantitative Standards:**

Students are expected to maintain a minimum qualitative standard of 70 percent cumulative grade point average. Students are expected to maintain a minimum quantitative standard (pace) where students must successfully attend 90 percent of the cumulative scheduled clock hours. Students are evaluated at the end of each payment period utilizing a formula to calculate their cumulative grade point average.

**The length of the payment period varies by program as follows:**

<b>Program</b>	<b>Hours/ Weeks</b>	<b>Payment Period 1 Hours/Weeks</b>	<b>Payment Period Pace 90%</b>	<b>Payment Period 2 Hours/Weeks</b>	<b>Payment Period Pace 90%</b>	<b>GPA %</b>
8-Month Day Therapeutic Massage Program	600 hours 34 weeks	300 hours 17 weeks	270 hours	300 hours 17 weeks	270 hours	70%
8-Month Day Esthetics and Master Esthetics Programs	600 hours 34 weeks	300 hours 17 weeks	270 hours	300 hours 17 weeks	270 hours	70%
10-Month Night Esthetics and Master Esthetics Programs	600 hours 41 weeks	300 hours 20.5 weeks	270 hours	300 hours 20.5 weeks	270 hours	70%

Students are also expected to successfully graduate from their program within a maximum time frame of 150 percent of the published length of the program as measured by the cumulative clock hours the student is required to complete as expressed in calendar time.

<b>Program</b>	<b>Hours/Weeks</b>	<b>Payment Period 1 Hours/Weeks</b>	<b>Payment Period 2 Hours/Weeks</b>	<b>Maximum Time Frame for Completion</b>
8-Month Day Therapeutic Massage Program	<b>600 hours 34 weeks</b>	300 hours 17 weeks	300 hours 34 weeks	<b>45 weeks</b>
8-Month Day Esthetics and Master Esthetics Programs	600 hours 34 weeks	300 hours 17 weeks	300 hours 34 weeks	45 weeks
10-Month Night Esthetics and Master Esthetics Programs	600 hours 41 weeks	300 hours 20.5 weeks	300 hours 41 weeks	56 weeks

**Financial Aid Warning:** A student may be placed on Financial Aid Warning for one payment period after failing to meet one or both minimum standards of satisfactory academic progress without having to submit an Appeal. The student is eligible for Title IV student financial assistance while on Financial Aid Warning. If the student meets the minimum Qualitative and Quantitative standards following the payment period of the Financial Aid Warning, the student will be in good standing. However, if the student fails to meet the minimum standards of satisfactory academic progress following the payment period of the Financial Aid Warning, the student will not be in good standing, suspended, and will lose eligibility for Title IV student financial assistance/VA Education Benefits, unless the student submits an approved Appeal and is placed on Financial Aid Probation.

**Financial Aid Probation:** A student who is suspended because of failure to meet the minimum standards of satisfactory academic progress following a trimester of Financial Aid Warning may re-establish eligibility for one payment period of Financial Aid Probation if the student submits an approved Appeal as described below. If a student with an approved Appeal needs an additional payment period to meet the minimum standards of satisfactory academic progress, the student may also be placed on an Academic Plan for an additional payment period that is developed with the



Financial Aid Director. A student is eligible for Title IV student financial assistance/VA Education Benefits while on Financial Aid Probation and on an Academic Plan.

**Appeal:** When a student fails to meet the minimum standards of satisfactory academic progress following a payment period of Financial Aid Warning, the student may submit a written Appeal to the Financial Aid Director within seven (7) days of the receipt of the notification from the Financial Aid Director. The written appeal should describe and document, if applicable, the mitigating circumstances as to why the student failed to meet the minimum standards. Mitigating Circumstances can be defined as circumstances beyond the student's control. Some examples of this can include injury, illness or death (either the students' own or an immediate family member's), military service, an unavoidable change in finances or employment. The Appeal must also explain why the student failed to meet satisfactory academic progress and how his/her situation has changed which will allow the student to meet the minimum standards of satisfactory academic progress at the next evaluation.

### **Incompletes, Withdrawals, Repetitions, and Transfer Credits**

The student must have a cumulative GPA of 70 percent to successfully complete the course. Lotus Professional College does not offer grades of Incomplete, Withdraw, or offer Repetitions of courses based on the structure of the program. If a student does not have a cumulative GPA of 70 percent or greater by the end of the program the student will fail the program. A student who successfully transfers credits into Lotus Professional College will be considered successful based on attended successfully completed/scheduled courses. Lotus Professional College does not offer any remedial courses.

### **Grading Scale**

The grading system is based on the following (based on a 4.0 scale):

- A 90-100
- B 80-89
- C 70-79
- D 65-69
- F 0-64

A student who fails to meet one or both minimum standards at the end of a payment period will be notified by e-mail, advising the student of their status.

### **Credit Hour Programs**

The student must meet specific standards of satisfactory academic progress regardless of whether the student receives Title IV student financial assistance or Veterans Benefits or not. If a student does not achieve the minimum standards of satisfactory academic progress required by this policy, the student will no longer be allowed to continue as a regular student and will no longer be eligible to receive Title IV student aid funds (unless the student is on Financial Aid Warning, Financial Aid Probation, or on an Academic Plan as set forth by the institution).

Lotus Professional College's satisfactory academic progress policy establishes the qualitative (grade-based) standards and the quantitative standards (pace), which are measured at the end of each trimester.

- The qualitative evaluation requires a student to meet a minimum standard of 3.0 cumulative grade point average (CGPA); and
- Only those graduate-level courses in which a student earns the equivalent of a 2.0 or better may be applied toward the total number of credits required for graduation; and
- The quantitative evaluation requires a student to meet a minimum standard of completing trimester credits at a minimum pace of 67 percent completion of the attempted trimester credits to be able to complete the program within 150 percent of the published length of the program.
- The program is 155 trimester credits, and the maximum time frame is 232-trimester credits.

A student who fails to meet one or both minimum standards at the end of a trimester will be notified by e-mail, which will advise the student of their status.

**Financial Aid Warning:** A student may be placed on Financial Aid Warning for one trimester after failing to meet one or both minimum standards of satisfactory academic progress without having to submit an Appeal. The student is eligible for Title IV student financial assistance while on Financial Aid Warning. If the student meets the minimum CGPA and

pace standards following the trimester of Financial Aid Warning, the student will be in good standing. However, if the student fails to meet the minimum standards of satisfactory academic progress following the one trimester of Financial Aid Warning, the student will be suspended and will lose eligibility for Title IV student financial assistance/VA Education Benefits, unless the student submits an approved Appeal and is placed on Financial Aid Probation.

**Financial Aid Probation:** A student who is suspended because of failure to meet the minimum standards of satisfactory academic progress following a trimester of Financial Aid Warning may re-establish eligibility for one trimester of Financial Aid Probation if the student submits an approved Appeal as described below. If a student with an approved Appeal needs an additional trimester to meet the minimum standards of satisfactory academic progress, the student may also be placed on an Academic Plan for an additional trimester that is developed with the Financial Aid Director. A student is eligible for Title IV student financial assistance/VA Education Benefits while on Financial Aid Probation and on an Academic Plan.

**Appeal:** When a student fails to meet the minimum standards of satisfactory academic progress following a trimester of Financial Aid Warning, the student may submit a written Appeal to the Financial Aid Director within seven (7) days of the receipt of the notification from the Financial Aid Director. The written appeal should describe and document, if applicable, the mitigating circumstances as to why the student failed to meet the minimum standards. The Appeal must also explain why the student failed to meet satisfactory academic progress and how his/her situation has changed which will allow the student to meet the minimum standards of satisfactory academic progress at the next evaluation.

#### **Effect on the CGPA and Pace:**

- Course Withdrawals: Students withdrawing from individual courses after drop/add will receive a “W” (Withdrawal) on their transcript. A grade of “W” will not be included in the calculation of the CGPA (cumulative grade point average) but will be used to calculate the attempted credits in the evaluation of the pace of program completion.
- Incompletes: An “I” (Incomplete) will not be included in the CGPA but will be used to calculate the attempted credits in the pace evaluation. Once the Incomplete translates to a grade, which may be an “F” grade, if the course is not completed successfully, the ultimate grade will be included in the next trimester’s CGPA.
- Repeated Courses: When a student repeats courses, all credits count as attempted credits in the pace calculation, but only the last grade will be included in the CGPA.
- Transfer Credits: Grades from transfer credits are not used in the CGPA, but all credits count as attempted credits and completed credits.

**Re-Admittance:** Any student dismissed from Lotus Professional College under these standards may re-apply for admission and file an Appeal under the process described above.

A student who receives an “I” (Incomplete) for any course will have the “I” converted into an “F” grade if the coursework is not completed within 2 weeks of the completion of the course.

#### **Grading Scale**

Letter Grade	Percentage	GPA
A	90-100	4.0
B	80-89	3.0
C	70-79	2.0
D	65-69	1.0
F	0-64	0.0

### **METHODS AND TERMS FOR TUITION PAYMENT, FEES, & REQUIRED COSTS**

The student options for Lotus Professional College tuition fee include the following:

1. Payment in full upon execution of the Enrollment Agreement.
2. Payments in monthly installments that shall be due on the first day of each month for the duration of the attending program. If any monthly installment is paid on or after the 10th day of the month, the student may incur a late fee for that month.

3. The student may have a third-party payer pay the student's tuition directly to Lotus Professional College. Any portion of required tuition and school fees not paid by the third party are the responsibility of the student.
4. The student has the option to apply for Federal Financial Aid through the FAFSA Website ([FAFSA](#)). The Office of Financial Aid administers financial aid programs in accordance with policies and guidelines established by Lotus Professional College, the State of Virginia, and the United States government to ensure that there is reasonable and equitable distribution of the limited funds available to students. Lotus Professional College Inc. OPEID# 042850. See Consumer Disclosure Information on our website ([www.lotus.edu](http://www.lotus.edu)) for more information.

### **OTHER FINANCIAL RESOURCES**

- It is vital for students to borrow responsibly and understand the importance of signing a loan agreement.
  - Private or alternative loans are available at various private lenders have separate payment policies. Lotus College does not endorse any particular private lender.
  - The Lotus College does not currently offer study abroad or work study programs.
  - The Lotus College offers private student loans for tuition, see policies and procedures payment options for details.
5. VA Benefits\* - If a student is a veteran or family member of a veteran, they may be eligible for VA government programs that assist with education expenses at Lotus Professional College, Inc. This institution is approved to offer GI Bill® educational benefits by the Virginia State Approving Agency. For questions about eligibility, call the GI Bill® helpline at (888) 442-4551 Monday – Friday 7 a.m. – 6 p.m. Central Time or visit their website [VA GI Bill®](#).
  6. A student using VA Benefits is required to submit VA transcripts where applicable.
    - a. \*Per the Veterans Benefits and Transition Act of 2018, Section 3679 of title 38, United States Code, Lotus Professional College permits any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides to Lotus Professional College a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 (a “certificate of eligibility” can also include a “Statement of Benefits” obtained from the Department of Veteran Affairs (VA) website – eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following ending on the earlier of the following dates:
      - i. The date on which payment from the VA is made to Lotus Professional College for such course of education to such institution.
      - ii. The date is 90 days after the date on which Lotus Professional College certified tuition and fees following receipt from the student such certificate of eligibility.

Lotus Professional College ensures that they will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds on any covered individual because of the individual's inability to meet their financial obligations to Lotus Professional College due to the delayed disbursement of payment from the VA under chapter 31 or 33.

A covered individual is any individual who is entitled to educational assistance under VA Benefits chapter 31 or 33 of this title.

Lotus Professional College requires that a covered individual must:

- Submit a certificate of eligibility for entitlement to educational assistance no later than the first day of a course of education.
- Must take a tour of Lotus Professional College and submit a completed application and required documents and registration fee prior to enrolling in a course of education.
- Lotus Professional College requires additional payment for the amount that is the difference between the amount of the student's financial obligation and the amount of the VA education benefit disbursement.

### **INTERNSHIP, EXTERNSHIP, OR PRODUCTION WORK POLICY**

Lotus Professional College does not utilize internships, externships, or production work in our programs. All practicum hours and treatments are conducted on-site at Lotus Professional College and are supervised.

## **INTERNET USE POLICY**

Lotus Professional College provides Internet service on campus. The student may access the Internet with a password that is provided at orientation. Each instructor will set appropriate guidelines for Internet use during class. A student should refrain from visiting any sites that would be considered illegal or inappropriate.

## **TRANSCRIPT/DOCUMENT REQUEST POLICY**

Official transcript/document requests must be submitted in writing from the student to Lotus Professional College. Please contact the Registrar to obtain an official transcript/document request form. The completed transcript request form must be returned to Lotus Professional College for processing.

It takes approximately 1-2 weeks to process the official transcripts. Processing times may be longer due to school closures on weekends, inclement weather, and official school closures.

Printed official transcripts will be provided in a sealed, unopened envelope.

There is a \$10.00 processing fee per request. The request will be processed upon receipt of payment.

## **VOTER REGISTRATION IN VIRGINIA**

Voter registration may be completed at the website provided below. Voter registration forms can also be printed at the website, which also contains information regarding deadlines.

<https://www.elections.virginia.gov/registration/>

Upon request, the College's Registrar will print a voter registration form for any current or prospective student.

## **ANNUAL SECURITY AND FIRE SAFETY REPORT**

Lotus Professional College faculty and staff prioritize safety and security on campus. It is the responsibility of every student and employee to be aware of safety and security matters and to promptly report any crime to school officials and to the local police.

In compliance with the Crime Awareness and Campus Security Act of 1990, the Campus Security Policy and Report is available to prospective students upon request to the Financial Aid Department. The report discusses safety and security issues such as the importance of prompt reporting of crimes, campus security procedures, and statistics for the prior three calendar years, as well as other pertinent information.

No later than October 1 of each year, current students and employees receive the annual Crime Awareness and Campus Security Report by email and is available in print if requested from the Financial Aid Department.

## **REPORTING A CRIME OR EMERGENCY**

Criminal activities and emergencies occurring at the Lotus Professional College should be reported immediately to the Program Directors, HR, or any staff member, either in person, telephone, or electronically.

A representative of the Lotus Professional College and local authority will investigate the incident, document the information, and take appropriate action.

Victims or witnesses should report crimes on a voluntary, confidential basis for information to be included in the annual disclosure.

The Campus Security Administrator will ensure that all reports of criminal activities or other emergencies occurring on campus will be reported and recorded. College administration will maintain a record of the following criminal offenses reported to campus security authorities or local police agencies:

- Criminal Homicide
  - Murder & non-negligent manslaughter
  - Negligent manslaughter
- Sex Offenses (including forcible and non-forcible)
- Robbery
- Aggravated Assault
- Burglary
- Motor Vehicle Theft
- Arson
- Arrests and Disciplinary Action Referrals for: Drug and Liquor Law Violations & Illegal Weapons Possession

- Hate Crimes includes the following offenses determined to be hate crimes:
  - Larceny/Theft
  - Simple Assault
  - Intimidation
  - Destruction of Property/Damaged Property/Vandalism of Property
- Domestic Violence
- Dating Violence
- Stalking

## **TITLE IX COMPLIANCE**

"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance..." 20 U.S.C. § 1681.

Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681) is a federal law that prohibits discrimination based on the gender of students and employees of educational institutions which receive federal financial assistance.

Lotus Professional College is committed to creating and maintaining an environment free of discrimination, harassment, and retaliation. Lotus does not discriminate on the basis of race, color religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity or genetic information. We value a learning community in which all members feel secure physically and intellectually. Behavior that harms others challenges our mission will not be tolerated.

**If you SEE something, SAY something!**

**Ron Chapman-Title IX Coordinator**

**Phone: 804-290-0980 / Email: [ronchapman@lotus.edu](mailto:ronchapman@lotus.edu)**

**Students:** If you are a student who believes you have been subjected to sexual misconduct, including sexual assault, sexual violence, sexual harassment, dating violence and stalking by another student, by faculty or staff or any other form of gender discrimination under Title IX, you may report such misconduct or file a formal complaint with a Title IX Coordinator.

**Employees:** If you are an employee who believes you have been subjected to sexual misconduct, including sexual assault, sexual violence, sexual harassment, dating violence and stalking by a student, by faculty or staff or any other form of gender discrimination under Title IX, you may report such misconduct or file a formal complaint with the Title IX Program Coordinator.

**Federal and state laws prohibit the taking of retaliatory measures against any individual who files a complaint in good faith.**

**Confidential Resources:** Lotus Professional College understands that deciding whether to make a report and choosing how to proceed can be a difficult decision. There are several resources available to provide confidential support, both on campus and in the local community. These confidential resources will not share information with the Title IX Coordinator or any other employee of the campus without the individual's permission.

## **TIMELY WARNINGS, EMERGENCY NOTIFICATION AND EMERGENCY RESPONSE AND EVACUATION PROCEDURES:**

Emergency notifications will be sent when a significant event occurs that immediately endangers the safety and welfare of students, staff, and faculty. The notification will identify the nature of the emergency, the location and any precautions that should be taken. The emergency notification can be distributed through various methods that include but are not limited to: Stars alert, email and through the Lotus website.

A timely warning will be issued in instances that involve specific crimes mandated by the Clery Act. The timely warning can be distributed through various methods that include but are not limited to: Stars alert, email and Lotus website. The following are offences that require a timely warning if a threat is posed to the community:

Murder/ Manslaughter, Non-Negligent Manslaughter, Aggravated Assault, Robbery, Sex Offenses, Burglary, Arson, and Motor Vehicle Theft. Warnings are also distributed in the event of a biased/hate crimes that include the above and vandalism, larceny, intimidation and simple assault.

- ***Emergency Contacts and Phone Numbers***

**Campus Location Information:**

Lotus Professional College  
8935 Patterson Avenue  
Henrico, VA 23229  
Phone # 804-290-0980  
Website: [www.lotus.edu](http://www.lotus.edu)

**EMERGENCY PHONE NUMBERS**

		NAME	PHONE #
Henrico Fire Department			804-501-4900
Paramedics	Tuckahoe Volunteer Rescue Squad		804-288-6686
Ambulance	Tuckahoe Volunteer Rescue Squad		804-288-6686
Henrico Police	Emergency		911
	Non-Emergency		804-501-5000
Federal Protective Service	(Homeland Security)		877-437-7411
Mental Health Emergency Services			804-727-8484

**UTILITY COMPANY EMERGENCY CONTACTS**

		NAME	PHONE #
Electric	Dominion Energy		866-366-4357
Water	Henrico County Public Utilities (8am - 4:30pm)		804-501-4275
	(nights and weekends)		804-501-5025
Gas			911
Telephone	Xfinity		800-XFINITY

- ***Emergency Reporting and Evacuation Procedures***

Types of emergencies to be reported by site personnel are:

- Medical
- Fire
- Severe Weather
- Bomb Threat
- Chemical Spill

- Structure Climbing/Descending
- Extended Power Loss

- ***Evacuation Routes***

Evacuation route maps have been posted in each area; the following information is marked on evacuation maps:

1. Emergency Exits
2. Evacuation routes
3. Location of fire extinguishers
4. Assembly points

- ***Evacuation Procedures***

- Close all windows and leave the overhead light on.
- Before opening any door, feel the door. If it is hot, do not open it; if it is not hot, brace yourself against the door, open it slightly, and if the heat or heavy smoke is present, close the door and stay in your room.
- If there is a phone in the room call 911 or from a cell phone 804.501.5000 and report that you are trapped. Remain calm and give your building location and what portion of the building you are in. Stuff clothes or similar materials under all doors leading into corridors. Stay close to the floor if smoke enters the room.
- If conditions allow you to leave the room, close but do not lock the door and walk directly to the nearest exit and leave the building. Students should assemble in the grassy area in the adjacent apartment complex along Patterson Avenue.
- If you have exited the facility, stand clear of the building (minimum of 300 feet). Emergency apparatus may be maneuvering around the building.
- Follow the direction of fire and police personnel and NEVER re-enter the building until given explicit permission to do so.

- ***Drills and Exercises***

Fire drills are conducted at least once during the calendar year. Tornado and Earthquake drills are conducted annually in conjunction with the Virginia statewide drills (October and April). The drills are both announced and unannounced and are documented by campus safety authority.

- ***Severe Weather and Natural Disasters***

**Tornado:**

- When a warning is issued by sirens or other means, seek inside shelter. Consider the following:
  - Small interior rooms on the lowest floor and without windows,
  - Hallways on the lowest floor away from doors and windows, and
  - Rooms constructed with reinforced concrete, brick, or block with no windows.
- Stay away from outside walls and windows.
- Use arms to protect head and neck.
- Remain sheltered until the tornado threat is announced to be over.

**Earthquake:**

- Stay calm and await instructions from the Emergency Coordinator or the designated official.
- Keep away from overhead fixtures, windows, filing cabinets, and electrical power.
- Assist people with disabilities in finding a safe place.
- Evacuate as instructed by the Emergency Coordinator and/or the designated official.

**Flood:**

*If indoors:*

- Be ready to evacuate as directed by the Emergency Coordinator and/or the designated official. • Follow the recommended primary or secondary evacuation routes.

*If outdoors:*

- Climb to high ground and stay there.
- Avoid walking or driving through flood water.
- If car stalls, abandon it immediately and climb to a higher ground.

**Hurricane:**

- The nature of a hurricane provides for more warning than other natural and weather disasters. A hurricane watch is issued when a hurricane becomes a threat to a coastal area. A hurricane warning is issued when hurricane winds of 74 mph or higher, or a combination of dangerously high water and rough seas, are expected in the area within 24 hours.

***Once a hurricane watch has been issued:***

- Stay calm and await instructions from the Emergency Coordinator or the designated official.
- Moor any boats securely or move to a safe place if time allows.
- Continue to monitor local TV and radio stations for instructions.
- Move early out of low-lying areas or from the coast, at the request of officials.
- If you are on high ground, away from the coast and plan to stay, secure the building, moving all loose items indoors and boarding up windows and openings.
- Collect drinking water in appropriate containers. Once a hurricane warning has been issued:
- Be ready to evacuate as directed by the Emergency Coordinator and/or the designated official. • Leave areas that might be affected by storm tide or stream flooding.

***During a hurricane:***

- Remain indoors and consider the following: - Small interior rooms on the lowest floor and without windows,
  - Hallways on the lowest floor away from doors and windows, and
  - Rooms constructed with reinforced concrete, brick, or block with no windows.

**Blizzard:**

***If indoors:***

- Stay calm and await instructions from the Emergency Coordinator or the designated official.
- Stay indoors!
- If there is no heat:
  - Close off unneeded rooms or areas.
  - Stuff towels or rags in cracks under doors.
  - Cover windows at night.
- Eat and drink. Food provides the body with energy and heat. Fluids prevent dehydration.
- Wear layers of loose-fitting, lightweight, warm clothing, if available.

***If outdoors:***

- Find a dry shelter. Cover all exposed parts of the body.
- If shelter is not available:
  - Prepare a lean-to, wind break, or snow cave for protection from the wind.
  - Build a fire for heat and to attract attention. Place rocks around the fire to absorb and reflect heat.
  - Do not eat snow. It will lower your body temperature. Melt it first.

***If stranded in a car or truck:***

- Stay in the vehicle!
- Run the motor about ten minutes each hour. Open the windows a little for fresh air to avoid carbon monoxide poisoning. Make sure the exhaust pipe is not blocked.
- Make yourself visible to rescuers.
  - Turn on the dome light at night when running the engine.
  - Tie a colored cloth to your antenna or door.
  - Raise the hood after the snow stops falling.
- Exercise to keep blood circulating and to keep warm.



# **600-HOUR THERAPEUTIC MASSAGE PROGRAM**

## **FACULTY AND STAFF**

A current list of faculty and staff is available on our website at [lotus.edu](http://lotus.edu).

## **ADDITIONAL ADMISSION PREREQUISITES AND REQUIREMENTS**

To be considered for admission to the massage program a prospective student must meet the following:

- Educational requirements:
  - o High school graduate with an official High School, GED, Homeschool or equivalent transcript sent directly from the school or,
  - o Official transcript showing graduation from an associate's program or higher from an accredited college sent directly from the school.
- A school must evaluate the validity of a student's high school or GED completion if the school has reason to believe that the high school transcript or GED state certificate is not valid or was not obtained from an entity that provides secondary school education.

## **BREAKDOWN FOR LENGTH OF EACH COURSE**

Therapeutic massage is broken down into two sections: Massage and Anatomy (Anatomy, Physiology, Pathology, & Kinesiology). The Anatomy section accounts for 176 hours of training, the massage section accounts for 324 hours of training, and the remaining 100 hours consist of practicum clinic hours. The 600-hour program is taught as a day class. The day program takes approximately 34 weeks or 8 months.

## **EDUCATIONAL GOALS AND OBJECTIVES**

Lotus Professional College is dedicated to creating an environment conducive to learning Therapeutic Massage to gain entry-level employment as a licensed massage therapist, take the licensing exam, and be proficient in performing Therapeutic Massage in its various forms. Lotus Professional College will guide students through all the body systems physical and energetic, massage and bodywork techniques, and application of theory and techniques in a work environment. The format of the 600-hour program is presented with 500 classroom hours taught in person and in a synchronous distance education format and 100 clinical hours performed on-site.

### **Therapeutic Massage (340-hours)**

The educational goals of the massage program are to provide a thorough foundation and clear understanding of the basics of massage to include:

- History of massage.
- Classification and demonstration of massage and draping techniques.
- Indications and contraindications for massage.
- Performance of a 60-minute massage routine.
- Client assessment includes consultation, development of treatment plans, and proper documentation in the standard healthcare format.
- Grounding/centering exercises and self-care for the therapist.
- Corporate Chair Massage, Cranial Sacral techniques, Cupping, Energy Work, Geriatric, Infant, Lymphatic, Massage in Medicine, Myofascial Release, Neuromuscular Therapy, Pregnancy, Reflexology, Spa Treatments, Hot Stone Massage, Hydrotherapy, Sports Massage, Therapeutic Massage and Trigger Point Massage.
- Business basics; and ethics.
- Medical terminology with accepted abbreviations.
- Basic chemistry.
- Cellular function and organization.
- Types of tissues.
- Structure and function of the ten body systems.
- Pathology of the ten body systems.
- Movement of the body with an in-depth study of the musculoskeletal system.

Student Practicum (100 hours): The educational goals of the student practicum clinic are to allow the student to demonstrate the practical aspects of massage learned in the classroom. The student will complete all clinical hours

supervised at an in-school clinic wherein they will be able to demonstrate their consultation skills, massage techniques, treatment recommendations, and documentation in a basic one-hour massage session format. The student will learn and have exposure to other aspects of the massage clinic environment including appointment scheduling, telephone skills, and record keeping.

### **TITLE, SCOPE, AND SEQUENCE OF EACH COURSE WITHIN THE MASSAGE PROGRAM**

The student is introduced to various types of massage and massage techniques originating in various parts of the world. The student is taught to perform specific Therapeutic Massage protocols to include 100 hours of Student Practicum Clinics (completed at Lotus Professional College) including skills for Communication, Evaluation, and Massage Practice.

#### **Massage (324 Hours)**

<b>General</b>	<b>Modality &amp; Treatments</b>
Business	Acupressure
Ethics	Corporate Chair Massage
Orientation and History	Cranial Sacral Massage
Regulations	Cupping
Research	Energy work
Sanitation	Geriatric Massage
Product Knowledge	Therapeutic Massage
Self-Care	Trigger Point Therapy
	Hydrotherapy
<b>Assessments</b>	Infant Massage
Muscle Testing	Lymphatic Massage
Postural Assessment	Massage in Medicine
Consultation	Myofascial Release
Post massage interview	Neuromuscular Therapy
S.O.A.P Notes	Pregnancy Massage
Pathology Contraindications	Reflexology
	Spa Treatments
	Sports Massage

#### **Anatomy, Physiology, Pathology, and Kinesiology (160 hours)**

The educational goals for the classroom portion of the program are to provide a solid foundation in medical terminology with accepted abbreviations, basic chemistry, cellular function and organization, types of tissues, structure, and function of the ten body systems, pathology of the ten body systems, and movement of the body with an in-depth study of the musculoskeletal system.

The Anatomy, Physiology, Pathology, Kinesiology, and Massage portions are taught simultaneously. In the Anatomy, Physiology, Pathology, and Kinesiology (APKP) section, the student studies the human body, more specifically the ten major body systems with a heavy emphasis on the skeletal and muscular systems and kinesthetics.

##### **Anatomy Topics**

Cells	Body Orientation
Circulatory System	Pathology
Digestive System	Reproductive System
Endocrine System	Respiratory System
Integumentary System	Systems Review
Lymphatic System	Terminology
Musculoskeletal System	Urinary System
Nervous System	

### **STUDENT CLASS SIZE**

Lotus Professional College accepts a maximum of 30 students in each Therapeutic Massage class. There is at least one instructor per class.

## **STUDENT PRACTICUM CLINIC POLICY**

The student is required to attend all assigned student practicum hours. The student is required to complete all required 100 student clinic hours within a maximum time frame of 150 percent of the published length of the program as measured by the cumulative clock hours the student is required to complete as expressed in calendar time. If all required clinic hours are not completed within a four-month time frame following the last day of class, then the student will receive a Fail (F) on their transcripts. All clinic hours are supervised by an instructor and are completed at Lotus Professional College. All clinic hours must be completed prior to the student graduating. A student who does not arrive at the required time for clinic and/or who does not have the required supplies for the clinic may be asked to leave for the day by the instructor/clinic supervisor/clinic administrator and the missed time will count towards an absence.

### **Additional requirements to consider:**

- The student must be physically and mentally capable of performing two consecutive one-hour massages on other students or public volunteers as assigned by Lotus Professional College for 4-hour clinics,
- The student must come to clinics dressed in navy blue scrubs and comfortable, closed-toe shoes.
- The student must come to clinics on time with required supplies (clean sheets, massage crème).
- Practicum hours: the student will practice massage and complete other tasks assigned by the clinic supervisor.

## **DEMONSTRATION MESSAGE**

- One demonstration massage must be performed on an instructor (should be completed by the midpoint of the program). Demonstrations are done in a clinic or by appointment.
- The student will be required to arrive on time for set up, perform a pre-massage consult, perform a 60-minute massage using the basic techniques, perform a post-massage consult, and document the particulars of the session.

## **MAKE-UP WORK POLICY**

### **Reports/Projects:**

- All reports must be typed with references and a printed copy must be turned in on the day the reports are due.
- The student's final grade for the report will be reduced by 10 points for each day the printed copy of the report is not turned in or presented.

### **Tests and Final Examinations:**

- The student who is absent on the day of a test has fifteen (15) calendar days from the scheduled date of the missed test to make up the test. It will be the responsibility of the student to plan with the instructor to take the test during a class break or during the office hours of Monday – Friday 9:00 a.m. to 8:00 p.m.
- Test materials may not be removed from the school premises.
- The student who comes late to class and does not have time to take the test without disrupting the remainder of the exam session will be responsible for making up the test within the five- or ten days following return to class.

### **Clinics:**

- Students must make up any clinic missed during an approved clinic time.

## **MESSAGE CONDUCT POLICY**

- The dress code for all Massage classes at Lotus Professional College is navy blue medical scrubs and closed-toe shoes.
- Students must maintain appropriate nail hygiene. Fingernails must be kept short with the undersides cleaned frequently with soap and water to help avoid contributing to the spread of infection.
- Practice appropriate personal hygiene; refrain from coming to the clinic smelling of body odor or illicit substances.
- Students must comply with the [National Certification Board for Therapeutic Massage and Bodywork \("NCBTMB"\) Code of Ethics and Standards of Practice](#).

## **REQUIRED LEVELS OF PERFORMANCE FOR GRADUATION**

Students are expected to meet the following minimum standards of performance to graduate from Lotus Professional College:

- Students must attain a score of 70 at the end of the program.
- Students must comply with the Satisfactory Academic Progress (SAP) Policy.
- Students cannot violate attendance requirements as set forth in the Attendance Policy.

- Students must complete all 100 clinic hours; all information relating to student completion of the practicum hours is kept on file at Lotus Professional College.
- Students must complete successfully the one demonstration massage on a faculty member at Lotus Professional College.
- Students must fulfill all financial obligations as outlined in the enrollment agreement with Lotus Professional College.
- Students must complete an exit interview with the Registrar.
- Students have 150% of the program length (from the first day of class) to complete the program.

### **TYPE OF DOCUMENT AWARDED UPON GRADUATION**

The student who meets all applicable requirements for completion receives a certificate of completion.

### **TUITION, OTHER STUDENT CHARGES & COST OF ATTENDANCE CHART**

Tuition for the 600-hour Program is \$8900.00.

#### **Additional costs to students, which are not included in tuition include:**

- Registration fee: \$100.00
- Textbooks: Approximately \$275.00
- Approximately \$50/set for linens (2 sets needed)

#### **Other Costs:**

- Optional membership in a national organization for massage/bodywork
- Testing fees for the required state examination through the FSTMB 866-962-3926
- Licensure fee paid to the Virginia Board of Nursing 804-367-4515

600 Hour Therapeutic Massage Program		
Living with Parents/No Dependents		
<b><u>Tuition and other fees:</u></b>		<b>DAY (8 mo.)</b>
Tuition:	\$8,900.00	\$8,900.00
Fees:	\$100.00	\$100.00
<b>Total School Fees:</b>	<b>\$9,000.00</b>	<b>\$9,000.00</b>
<b><u>Other estimated costs:</u></b>		
Books/Supplies:	\$600.00	\$600.00
Off-Campus		
Room and Board:	\$ 1,280.00	\$10,240.00
Transportation:	\$ 400.00	\$ 3,200.00
Personal:	\$ 215.00	\$ 1,720.00
<b>Total other estimated costs:</b>		<b>\$15,760.00</b>
	<b><u>Total</u></b>	<b>\$24,760.00</b>
All Others		
<b><u>Tuition and other fees:</u></b>		
Tuition:	\$8,900.00	\$8,900.00
Fees:	\$100.00	100.00
<b>Total School Fees:</b>	<b>\$9,100.00</b>	<b>\$9,100.00</b>
<b><u>Other estimated costs:</u></b>		
Books/Supplies:	\$600.00	\$600.00
Off-Campus		
Room and Board:	\$2,140.00	\$17,120.00
Transportation:	\$ 310.00	\$ 2,480.00
Personal:	\$435.00	\$ 3,480.00
<b>Total other estimated costs:</b>		<b>\$ 23,680.00</b>
	<b><u>Total</u></b>	<b>\$ 32,780.00</b>

## **STUDENT TRANSFER POLICY**

Lotus Professional College will consider transfer requests from a student seeking to transfer from an established school or military training, other than Lotus Professional College, operating under the authority of the jurisdiction the school is in, and is accredited, or military transcripts showing prior credit to be evaluated. In any event, Lotus Professional College will accept no more than 175 hours of completed education from another school in the appropriate categories which are 100 hours of massage and 75 hours of anatomy toward completion of the Program.

However, that student should realize that exercising this option to transfer hours from one Therapeutic Massage school to another may have implications for the following:

- The student's eligibility to sit for a Commonwealth of VA Board Licensing Exam; or
- Satisfying Virginia's state licensing requirements or the state licensing or certification requirements for other states; or
- Satisfying any specific jurisdictional requirements of the locality in which they intend to practice.

***It is the student's sole responsibility to communicate directly with the Commonwealth of VA Board Licensing Exam officials and any appropriate state agencies and/or local jurisdictions regarding such implications.***

Any student wishing to transfer from another massage training program to Lotus Professional College must submit a completed application, pay the required registration fee of \$100.00, submit in writing their reason for wanting to transfer, and have a personal interview with a representative of the program.

A prospective transfer student must arrange to have their transcripts sent directly to Lotus Professional College from the transferring school. An official transcript must confirm that the student has completed at least 75 hours of anatomy, pathology, kinesiology, and physiology, and at least 100 hours of massage theory and practice from a school recognized by the jurisdiction the school is operating in, with at least a 70-grade average in anatomy, pathology, kinesiology, and physiology and at least a 70-grade average in massage theory and practice. The prospective student must also present the registrar with a course outline and/or school catalog from the school they received training from outlining their curriculum.

The Admissions Representative shall evaluate each request for transfer in terms of its compliance with the criteria specified above and shall determine, in their sole discretion if the previous education is comparable to the education offered at Lotus Professional College. The length of time that has passed since the prior schooling is considered as well as the legitimacy of the previous school and then a determination will be made based on the information provided as to approve or deny the request. A prospective transfer student whose requests are approved, and who is accepted for admission to the program, shall be admitted on a first-come, first-served, space-available basis. If or when Lotus Professional College's current classes reach capacity, accepted transfer students will be placed on a waiting list for admission.

A transfer student who has been formally approved for admission must enroll in the school by signing the enrollment agreement and paying one month's tuition or a) pay the full amount or, b) apply for an installment plan, c) arrange for a third party to pay the school directly, or d) apply for financial aid. The school will provide the requisite assistance for students needing credit and attendance verification for compliance with student loan programs or third-party payers.

Tuition for a transfer student is calculated by subtracting the number of hours accepted for transfer from the 600 hours required for graduation and multiplying the result by the hourly tuition rate at the time of transfer. The monthly installment is the tuition amount calculated and then divided by the pertinent number of months of attendance.

A transfer student who has matriculated will be placed in an ongoing class. Lotus Professional College will notify such students of the date and time at which they should begin attending classes, which will be the point at which the class in which they have been placed has completed the number of hours of anatomy, pathology, kinesiology, and physiology and massage theory and practice that, in Lotus Professional College's discretion, best reflects the transfer student's skill and knowledge levels to that date.

A transfer student will be required to take all exams, quizzes, and the final examination administered by the College from the point at which they are scheduled to begin attending classes. A transfer student is required to purchase all textbooks used by the program. If a student possesses the current edition of a particular textbook being used at Lotus Professional College, they may use that text. Substitution of textbooks for the current edition being used in the program will be permitted only with the approval of the Program Director, or Admissions Representative.

A transfer student who meets all applicable requirements for completion of the program and who completes the program in good standing (including the payment of all required fees) will receive a certificate of completion from Lotus Professional College. However, their transcripts will reflect the number and type of hours accepted by Lotus Professional College from the previous massage school and the number and type of hours they received as a student at Lotus Professional College.

The student who is currently enrolled and in good standing at Lotus Professional College, at the discretion of Lotus Professional College, may request to be transferred into another massage program at Lotus Professional College. The student is required to:

- Submit a signed transfer request form to the Registrar while the student is actively enrolled, has not violated attendance policy, and has maintained current accounts with Lotus Professional College;

- Meet with administrative staff at the College within two business days of the transfer request;
- The student will be responsible for paying the amount of the tuition of the class transferred into.
- The approved transfer student will receive credit for coursework completed and monies paid toward tuition.
- If the transfer is approved by Lotus Professional College, a new enrollment agreement must be signed by the student within one week of the last day of attendance in the previous massage class.
- Follow all policies and procedures and requirements as they apply to that ongoing class.

The student who wishes to transfer credits or coursework to another school is at the sole discretion of the receiving school which credits and coursework earned at Lotus Professional College will be accepted.

### **PRE-ADMISSION PLACEMENT TESTS**

For a prospective student who has earned a graduate degree with extensive study in anatomy, physiology, pathology, and kinesiology, Lotus Professional College offers the option for them to “test out” of the training to be provided by the College if they reasonably believe that the latter will duplicate the education they have already received. However, such a student should realize that exercising this option to “test out” of class hours within the context of the 600-hour Therapeutic Massage training program could have implications for eligibility to become licensed by the Virginia State Board of Nursing, or the state licensing or certification requirements for other states, and to satisfy any specific jurisdictional requirements of the locality in which they intend to practice. It is the student’s sole responsibility to communicate directly with any appropriate state agencies and/or local jurisdictions regarding such implications.

The student who has earned a graduate degree meeting these requirements may be considered eligible to sit for the anatomy, pathology, kinesiology, and physiology test-out exam at the sole discretion of the Program Director.

Any student wishing to be considered eligible to test-out exam shall arrange to have a transcript sent directly to the Admission Representative at Lotus Professional College from the educational institution from which they received their degree. In order to successfully complete the test-out exam, the student must receive a grade of 70 grade average or greater. The student who successfully tests out of the anatomy, pathology, kinesiology, and physiology training, meets all other applicable requirements for program completion, and completes the program in good standing (including the payment of all required fees) will receive a certificate of completion of the program from Lotus Professional College. However, their transcript will reflect that they “tested out” of 176 hours of anatomy, physiology, pathology, and kinesiology training, and received 324 hours of massage theory and practice from the College.

### **COMMONWEALTH OF VIRGINIA EDUCATIONAL REQUIREMENTS FOR LICENSURE**

The Commonwealth of Virginia educational requirements for a certificate of completion are a *minimum* of 600 hours of training from a state-certified or SCHEV (State Council of Higher Education for Virginia) certified massage school.

All applicants for licensure are required by the Virginia Board of Nursing to undergo a criminal background check and to be fingerprinted. If an applicant has a history of arrests/convictions for criminal violations, it is recommended that the individual check with the Board of Nursing for an opinion as to whether he or she will be accepted considering these disclosures.

Secondly, after successful completion from a school that is an approved provider, applicants are required to pass a licensing exam acceptable to the Virginia Board of Nursing.

**Requirements of other states may differ.** A good reference to check for other states’ massage and bodywork requirements is [www.massagemag.com](http://www.massagemag.com) in the Laws and Legislation section or the American Therapeutic Massage Association website at [www.amtamassage.org](http://www.amtamassage.org). It should also be noted that in the absence of state regulation, there may be local ordinances that govern the practice of Therapeutic Massage.

# 600-HOUR BASIC ESTHETICS PROGRAM

## **FACULTY AND STAFF**

A current list of faculty and staff is available on our website at [lotus.edu](http://lotus.edu).

## **ADDITIONAL ADMISSION PREREQUISITES AND REQUIREMENTS**

To be considered for admission to the Basic Esthetics program a prospective student must meet the following:

- Educational requirements:
  - High school graduate with an official High School, GED, Homeschool or equivalent transcript sent directly from the school or,
  - Official transcript showing graduation from an associate's program or higher from an accredited college sent directly from the school.
- A school must evaluate the validity of a student's high school or GED completion if the school has reason to believe that the high school transcript or GED state certificate is not valid or was not obtained from an entity that provides secondary school education.

## **BREAKDOWN FOR LENGTH OF EACH COURSE**

The Basic Esthetics program is divided into eight (8) sections: orientation and business, laws and regulations, general sciences, skincare, makeup, body and other treatments, and hair removal. The 600-hour program is taught in day and evening sessions. The day program takes approximately 30 weeks, or 8 months and the evening program takes approximately 41 weeks or 10 months.

## **EDUCATIONAL GOALS AND OBJECTIVES**

Lotus Professional College is dedicated to creating an environment conducive to learning Basic Esthetics to gain entry-level employment as a licensed Esthetician, take the licensing exam, and be proficient at performing Basic Esthetics in its various forms. Lotus Professional College will guide the students in learning anatomy, physiology, and pathologies of the skin, various modalities and use of machines, and the application of theory and techniques in a work environment. The format of the 600-hour program is presented with 600 classroom hours taught in person and in a synchronous online format. The required practicum treatments are all performed on-site.

## **TITLE, SCOPE, AND SEQUENCE OF EACH COURSE WITHIN THE PROGRAM**

### **Curriculum 600-Hour Basic Esthetic Program**

Orientation and business, laws and regulations, general sciences, applied sciences, skincare, makeup, body and other treatments, and hair removal are taught in sections throughout the program. There are 220 required treatments included in the 600 Basic Esthetic program.

Topic	Subtopic	Hours
Orientation and Business	School Policies	25 hours
	Management	
	Sales, inventory, retailing taxes, and payroll	
	Insurance	
	Client records and confidentiality	
	Professional ethics and practices	
Laws and Regulations		10 hours
General Sciences	Bacteriology	80 hours
	Microorganisms	
	Infection control, disinfection, sterilization	
	Occupational Safety and Health Administration (OSHA) requirements	
	Material Safety Data Sheet (MSDS)	
	General procedures and safety measures	
	Cosmetic Chemistry	
	Products and ingredients	



Applied Sciences:	Nutrition	
Anatomy and Physiology	Skin structure and function; Board for Barbers	95 hours
	Cosmetology	
	Skin types	
	Skin conditions; and Diseases and disorders of the skin	
Skin Care	Health screening	255 hours
	Skin analysis and consultation	
	Effleurage and related movements and manipulations of the face and body	
	Cleansing procedures	
	Masks	
	Extraction techniques	
	Machines, equipment, and electricity	
	Manual facials and treatments	
	Machine, electrical facials, and treatments	
	General procedures and safety measures	
Makeup	Setup, supplies, and implements	65 hours
	Color theory	
	Consultation	
	General and special occasion application	
	Camouflage	
	Application of false lashes and lash extensions	
	Lash and tinting	
	Lash perming	
	Lightning of the hair on body except scalp	
	General procedures and safety measures	
Body and Other Treatments	Body treatments	20 hours
	Body wraps	
	Body masks	
	Body scrubs	
	Aromatherapy	
	General procedures and safety measures	
Hair Removal	Types of hair removal	50 hours
	Wax types	
	Tweezing	
	Chemical hair removal	
	Mechanical hair removal	
	General procedures and safety measures	
<b>Total Hours</b>		<b>600 hours</b>

### **PRACTICUM PERFORMANCE REQUIREMENTS:**

<b>Treatment</b>	<b>Number of Treatments</b>
Consultation, cleansings, and analysis of face and body	35
Manual facials and treatments	65
Machine or electrical facials and treatments	50
Body treatments and back treatments	20
Makeup	25
Hair Removal	25
<b>Total</b>	<b>220 treatments</b>

### **STUDENT CLASS SIZE**

Lotus Professional College accepts a maximum of 30 students in each Basic Esthetics class. There is at least one instructor per class.

## **PRACTICUM PERFORMANCE REQUIREMENTS**

The student is required to complete all required student practicum treatments within a maximum time frame of 150 percent of the published length of the program as measured by the cumulative clock hours the student is required to complete as expressed in calendar time. If all required treatments are not completed within the four-month time frame following the last day of class, then the students will receive a Fail (F) on their transcripts.

The student is required to complete 220 supervised practicum treatments on other students or public volunteers as assigned by Lotus Professional College. All required treatments are to be completed at Lotus Professional College within the maximum time frame from the last day of class.

The student who does not arrive at the required time for clinic and/or who does not have the required attire or supplies for the clinic may be asked to leave for the day by the instructor/clinic supervisor/clinic administrator and the missed time will count towards an absence.

## **MAKE-UP WORK POLICY**

### **Reports/Projects:**

- All reports must be typed with references and a printed copy must be turned in on the day the reports are due.
- The student's final grade for the report will be reduced by one letter grade for each day the printed copy of the report is not turned in.

### **Tests, Midterms, and Final Examinations:**

- The student who is absent on the day of a test has fifteen (15) calendar days from the scheduled date of the missed test to make up the test. It will be the responsibility of the student to plan with the instructor to take the test during a class break or during the office hours of Monday – Friday 9:00 a.m. to 8:00 p.m. Test materials may not be removed from the school premises.
- The student who comes late to class and does not have time to take the test without disrupting the remainder of the exam session will be responsible for making up the test within the five- or ten days following return to class.

### **Clinics:**

- Students must make up any clinic missed during an approved clinic time.

## **PROGRAM CONDUCT POLICY**

- The dress code for all Basic Esthetics classes at Lotus Professional College is white medical scrubs.
- Students must tie back all long or loose hanging hair while performing practicum treatments to help avoid contributing to the spread of infection.
- Students must practice appropriate personal hygiene; and refrain from coming to the clinic smelling of body odor or illicit substances.
- The student must maintain appropriate nail hygiene, defined as the following:
  - Fingernails must be kept short with the undersides cleaned frequently with soap and water to help avoid contributing to the spread of infection.
  - Fingernails must also be natural, unpolished nails to prevent unwanted chemical reactions with Basic Esthetics products.

## **REQUIRED LEVELS OF PERFORMANCE FOR GRADUATION**

With reference to the levels of performance required for graduation to receive a certificate of completion, the student must satisfy **all** the following:

- Students must attain an aggregate score of 70 at the end of the program to successfully complete the program.
- Students must be in compliance with the satisfactory progress policy.
- Students cannot violate the attendance policy as set forth in the policy on attendance.
- Students must complete all 220 practicum treatments supervised at Lotus Professional College; all information relating to these practicum treatments will be on file at the College.
- Students must be current with all financial obligations set forth in the enrollment agreement with Lotus Professional College.
- Students must complete all required 600 hours.

## **TYPE OF DOCUMENT AWARDED UPON GRADUATION**

The student who meets all applicable requirements for completion receives a certificate of completion.

## **TUITION, OTHER STUDENT CHARGES & COST OF ATTENDANCE CHART**

Tuition for the 600-hour Basic Esthetics Program is \$9,300.00.

Additional costs to students, which are not included in tuition include:

Registration fee: \$100.00

Additional Fees: Please refer to the tour packet, and admissions process for a detailed list.

Textbooks: Approximately \$245.00

Additional Supplies: Approximately \$250.00

Expected fees following program completion:

Testing fees for the required state examination through PSI – 800-367-1565

Licensure fee paid to the Virginia Department of Professional and Occupational Regulation 804-367-8500

<b>600 Hour Esthetics Program</b>			
<b>(BASIC AND MASTERS)</b>			
Dependent			
<b><u>Tuition and other fees:</u></b>		<b><u>DAY (8 mo.)</u></b>	<b><u>NIGHT (10 mo.)</u></b>
Tuition:		\$9,300.00	\$ 9,300.00
Fees:		\$100.00	\$ 100.00
<b>Total School Fees:</b>		\$9,400.00	\$ 9,400.00
<b><u>Other estimated costs:</u></b>			
Books/Supplies:		\$600.00	\$ 600.00
Off-Campus			
Room and Board:		\$10,680.00	\$ 13,350.00
Transportation:		\$ 6,920.00	\$ 8,650.00
Personal:		\$3,872.00	\$ 4,840.00
<b>Total other estimated costs:</b>		\$22,072.00	\$ 27,440.00
	<b><u>Total</u></b>	<b>\$31,472.00</b>	<b>\$36,840.00</b>
Independent			
<b><u>Tuition and other fees:</u></b>			
Tuition:		\$9,300.00	\$ 9,300.00
Fees:		\$100.00	\$ 100.00
<b>Total School Fees:</b>		\$9,400.00	\$ 9,400.00
<b><u>Other estimated costs:</u></b>			
Books/Supplies:		\$600.00	\$ 600.00
Off-Campus			
Room and Board:		\$13,224.00	\$ 16,530.00
Transportation:		\$ 7,816.00	\$ 9,770.00
Personal:		\$11,776.00	\$ 14,710.00
<b>Total other estimated costs:</b>		\$33,416.00	\$ 41,610.00
	<b><u>Total</u></b>	<b>\$42,716.00</b>	<b>\$ 50,910.00</b>

## **STUDENT TRANSFER POLICY**

Lotus Professional College may accept up to 300 hours of transfer credit for a student who has completed their training in a specified area consistent with Lotus Professional College's program and the Department of Occupational Regulations of Virginia's required curriculum areas. Those areas are Orientation and Business, Law and Regulations, General Sciences, Applied Sciences, Skin Care, Make-up, Body and other Treatments, and Hair Removal. All practicum treatments must be completed for any section for which a transfer student is requesting credit with appropriate documentation.

### **In order to consider transferring from another school:**

1. The school must be operating legally in its jurisdiction, be fully accredited, and follow all federal, state, and local regulations.
2. For prior credit for military training, military transcripts are to be sent directly to the school.
3. All sections for which transfer credits are requested must have been successfully completed.

4. All practicum performances must be successfully completed for any section for which transfer credits are requested at Lotus Professional College unless the transcript provides verification from the transferring school of completed practicum treatments.
5. An official transcript must be sent directly to the Lotus Professional College Admissions Representative from the transferring school and must include hours of sections completed and practicum treatments completed.
6. Proof of the accreditation credentials of the transferring school must be presented.
7. A written exam for the requested transfer section must be successfully completed with a passing grade of 70% or higher.
8. The application, supporting documentation, and fees must be submitted.
9. A class must be available where the uncompleted sections for the student requesting a transfer have not yet been taught.
10. Due to limited class sizes, a transfer student can only transfer into a class that is not at maximum capacity.
11. The prospective student must present Lotus Professional College with a catalog and or/outline of the previous training. The Program Director will determine if the previous training is comparable to the current Lotus Professional College's training. The length of time that has lapsed since previous training will also be considered (must be within the last 10 years).

The Program Director will evaluate all criteria presented to determine if the prospective student may be accepted into the requested program at Lotus Professional College.

Tuition will be calculated by dividing the total tuition by the number of hours to be completed at Lotus Professional College.

The student who is currently enrolled and in good standing at Lotus Professional College, at the discretion of Lotus Professional College, may request to be transferred into another basic esthetics program at Lotus Professional College. The student is required to:

- Submit a signed transfer request form to the Registrar while the student is actively enrolled, has not violated attendance policy, and has maintained current accounts with Lotus Professional College;
  - Meet with administrative staff at the College within two business days of the transfer request;
  - The student will be responsible for paying the amount of the tuition of the class transferred into.
  - The approved transfer student will receive credit for coursework completed and monies paid toward tuition.
  - If the transfer is approved by Lotus Professional College, a new enrollment agreement must be signed by the student within one week of the last day of attendance in the previous basic esthetics class.
- Follow all policies and procedures and requirements as they apply to that ongoing class.

A student who wishes to transfer credits or coursework to another school is at the sole discretion of the receiving school which credits and coursework earned at the Lotus Professional College will be accepted.

### **COMMONWEALTH OF VIRGINIA EDUCATIONAL REQUIREMENTS FOR LICENSURE**

All applicants for licensure are required by the Virginia Department of Professional and Occupational Regulation to:

1. Completion of an Approved Training Program
  - 600 hours in a licensed Virginia school; or
  - 2,000-hour Registered Apprenticeship (DOLI); or
  - Equivalent Out-of-State program\*
2. Pass written and practical exams (the practical exam requires that the student provide specific supplies as indicated by DPOR and the PSI Testing Center).

\*DPOR Licensure for out-of-state applicants – see DPOR website for current requirements.

**Requirements of other states may differ.** It is the student's responsibility to check for other states' Basic Esthetic requirements as they could be different from Virginia DPOR requirements.

# 600-HOUR MASTER ESTHETICS PROGRAM

## **FACULTY AND STAFF**

A current list of faculty and staff is available on our website at [lotus.edu](http://lotus.edu).

## **ADDITIONAL ADMISSION PREREQUISITES AND REQUIREMENTS**

To be considered for admission to the master esthetics program a prospective student must meet the following:

- Educational requirement:
  - o High school graduate with an official High School, GED, Homeschool, or equivalent transcript sent directly from the school, OR
  - o Official transcript showing graduation from an associate's program or higher from an accredited college sent directly from the school.
- A school must evaluate the validity of a student's high school or GED completion if the school has reason to believe that the high school transcript or GED state certificate is not valid or was not obtained from an entity that provides secondary school education. • Pre-requisite: Submit proof of completion of a 600-hour Basic Esthetics course from a Virginia-licensed school OR have a current Virginia license to practice Basic Esthetics OR be a current student at Lotus Professional College in the 600-hour Basic Esthetics program with an expectation of successfully completing the 600-hour program before the 600-hour Master Esthetics program is to start and is in good financial standing with Lotus Professional College. A current Basic Esthetics student enrolled in the Master Esthetics program at Lotus Professional College must complete the 600-hour Basic Esthetics program and be in good financial standing prior to the start date of the 600-hour Master Esthetics program.

## **BREAKDOWN FOR LENGTH OF EACH COURSE**

The 600-hour program is taught in day and evening sessions. The day program takes approximately 30 weeks, or 8 months and the evening program takes approximately 41 weeks or 10 months.

## **EDUCATIONAL GOALS AND OBJECTIVES**

Lotus Professional College is dedicated to creating an environment conducive to learning Master Esthetics to gain entry-level employment as a licensed master esthetician, to take the licensing exam, and to be proficient at performing Master Esthetics in its various forms. Lotus Professional College will guide the student in learning anatomy, physiology, and pathologies of the skin, various modalities and use of machines, and the application of theory and techniques in a work environment. The format of the 600-hour program is presented with 600 classroom hours taught in person and in a synchronous online format. The required practicum treatments are all performed on-site.

## **TITLE, SCOPE, AND SEQUENCE OF COURSES WITHIN THE PROGRAM**

The Master Esthetic class is divided into six (6) sections: orientation, business, and infection control; laws and regulations; advanced anatomy and physiology; advanced skincare and advanced modalities; advanced procedures and chemical exfoliation; and lymphatic drainage. There are 215 required practicum treatments included in the 600 Master Esthetics program.

### **Master Esthetics Professional Curriculum**

<b>Topic</b>	<b>Subtopic</b>	<b>Hours</b>
Orientation, Business, and Infection Control	School policies and procedures	45 hours
	Professional ethics and practices	
	Ethics and professional conduct	
	Insurance and liability issues	
	Confidentiality and Health Insurance Portability and Accountability Act of 1996 Privacy Rule (HIPAA)	
	Client records and documentation	
	Microbiology and bacteriology; Board for Barbers and Cosmetology	

	<p>Infection control, disinfection, and sterilization</p> <p>Occupational Safety and Health Administration (OSHA), U.S. Food and Drug Administration (FDA); and Material Safety Data Sheet (MSDS)</p> <p>Personal protective equipment</p>	10 hours
Laws and Regulations		10 hours
Advanced Anatomy and Physiology	<p>Advanced anatomy and physiology</p> <p>Advanced skin structure and functions</p> <p>Advanced skin typing and conditions</p> <p>Advanced disease and disorders</p> <p>Advanced cosmetic ingredients</p> <p>Pharmacology</p> <p>Advanced homecare</p>	65 hours
Advanced Skin Care and Advanced Modalities	<p>Introduction to microdermabrasion and dermaplaning</p> <p>Indications and contraindications for crystal microdermabrasion</p> <p>General procedures and safety measures for crystal microdermabrasion</p> <p>Indications and contraindications for crystal-free microdermabrasion and dermaplaning</p> <p>General procedures and safety measures for crystal-free microdermabrasion and dermaplaning</p> <p>Equipment safety: crystal and crystal-free microdermabrasion and dermaplaning</p> <p>Waste disposal, Occupational Safety and Health Administration (OSHA)</p> <p>Introduction to microdermabrasion techniques and proper protocols</p> <p>Machine parts, operation, protocols, care, waste disposal and safety</p> <p>Practical application and consultation for crystal microdermabrasion</p> <p>Practical application and consultation for crystal-free microdermabrasion and dermaplaning</p> <p>Pretreatment and post treatment for microdermabrasion</p>	90 hours
Advanced Procedures and Chemical Exfoliation	<p>Advanced skin analysis and consultation and health screening and documentation</p> <p>Advanced procedures, light treatments, light-emitting diode (LED), intense pulsed light device (IPL)</p> <p>Advanced manual, machine, and electric treatments, microcurrent, and ultrasound</p> <p>Introduction to chemical exfoliation and peels of the epidermis</p> <p>Fundamentals of skin care associated with chemical exfoliation and peels and wound healing</p> <p>Pretreatment and post treatment for chemical exfoliation and peels</p> <p>Assessing suitability and predicting chemical exfoliation efficacy</p> <p>General practical application and consultation protocols</p> <p>Practical application and consultation for enzymes, herbal exfoliations, and vitamin-based peels</p> <p>Indications and contraindications for enzymes, herbal exfoliations, and vitamin-based peels</p> <p>General procedures and safety measures for herbal exfoliations, and vitamin-based peels</p> <p>Pretreatments and post treatments for herbal exfoliations, and vitamin-based peels</p> <p>Practical application and consultation for alpha hydroxy peels</p>	270 hours

	Indications and contraindications for alpha hydroxy peels General procedures and safety measures for alpha hydroxy peels Pretreatment and post treatment for alpha hydroxy peels Practical application and consultation for beta hydroxy peels Indications and contraindications for beta hydroxy peels General procedures and safety measures for beta hydroxy peels Pretreatment and post treatment for beta hydroxy peels Practical application and consultation for Jessner and Modified Jessner peels Indications and contraindications for Jessner and Modified Jessner peels General procedures and safety measures for Jessner and Modified Jessner peels Pretreatment and post treatment for Jessner and Modified Jessner peels Practical application and consultation for trichloroacetic acid peels. Indications and contraindications for trichloroacetic acid peels General procedures and safety measures for trichloroacetic acid peels Pretreatment and post treatment for trichloroacetic acid peels	
Lymphatic Drainage	Introduction to lymphatic drainage Tissues and organs of the lymphatic system Functions of the lymphatic system Immunity Etiology of edema Indications and contraindications for lymphatic drainage Lymphatic drainage manipulations and movements Face and neck treatment sequence Lymphatic drainage on the trunk and upper extremities Lymphatic drainage on the trunk and lower extremities Cellulite Using lymphatic drainage with other treatments Machine-aided lymphatic drainage	120 hours
<b>Total</b>		600 hours

### **PRACTICAL PERFORMANCE REQUIREMENTS:**

<b>Treatment</b>	<b>Number of Treatments</b>
Advanced Treatments	40
Microdermabrasion	50
Chemical Exfoliation	75
Lymphatic Drainage	50
<b>Total</b>	<b>215 treatments</b>

### **STUDENT CLASS SIZE**

Lotus Professional College accepts a maximum of 30 students in each Master Esthetics class. There is at least one instructor per class.

### **PRACTICUM PERFORMANCES REQUIREMENTS**

The student is required to complete all required student practicum treatments within a maximum time frame of 150 percent of the published length of the program as measured by the cumulative clock hours the student is required to complete as expressed in calendar time. If all required treatments are not completed within the maximum time frame following the last day of class, then the students will receive a Fail (F) on their transcripts.

- The student is required to complete 215 supervised practicum treatments on other students or public volunteers as assigned by Lotus Professional College. All required treatments are to be completed at Lotus Professional College within the maximum time frame from the last day of class.



- The student who does not arrive at the required time for clinic and/or who does not have the required supplies for the clinic may be asked to leave for the day by the instructor/clinic supervisor/clinic administrator and the missed time will count towards an absence.

## **MAKE-UP WORK POLICY**

### **Reports/Projects:**

- All reports must be typed with references and a printed copy must be turned in on the day the reports are due.
- The student's final grade for the report will be reduced by one letter grade for each day the printed copy of the report is not turned in or presented.

### **Tests, Mid-terms, and Final Examination**

- The student who is absent on the day of a test has fifteen (15) calendar days from the scheduled date of the missed test to make up the test. It will be the responsibility of the student to plan with the instructor to take the test during a class break or during the office hours of Monday – Friday 9:00 a.m. to 8:00 p.m. Test materials may not be removed from the school premises.
- The student who comes late to class and does not have time to take the test without disrupting the remainder of the exam session will be responsible for making up the test within the five- or ten days following return to class.

### **Clinics:**

- Students must make up any clinic missed during an approved clinic time.

## **CONDUCT POLICY**

- The dress code for all Master Esthetics classes at Lotus Professional College is black medical scrubs and closed-toe shoes.
- Students must tie back all long or loose hanging hair while performing practicum treatments to help avoid contributing to the spread of infection.
- Students must practice appropriate personal hygiene; and refrain from coming to the clinic smelling of body odor or illicit substances.
- The student must maintain appropriate nail hygiene. Which is defined as the following:
  - Fingernails must be kept short with the undersides cleaned frequently with soap and water to help avoid contributing to the spread of infection.
  - Fingernails must also be natural, unpolished nails to prevent unwanted chemical reactions with Master Esthetics products.

## **REQUIRED LEVELS OF PERFORMANCE FOR GRADUATION**

With reference to the levels of performance required for graduation from Lotus Professional College, the student must satisfy **all** the following:

- Students must attain an aggregate score of 70 at the end of the program to successfully complete the program.
- Students must comply with the satisfactory progress policy.
- A student cannot violate the attendance policy as set forth in the policy on attendance.
- Students must complete all the required 215 treatments supervised at Lotus Professional College: all information relating to these practicums will be on file at Lotus Professional College.
- Students must fulfill all financial obligations as set forth in the enrollment agreement with Lotus Professional College.
- Students must complete all required 600 hours.

## **TYPE OF DOCUMENT AWARDED UPON GRADUATION**

The student who meets all applicable requirements for completion receives a certificate of completion.

## **TUITION, OTHER STUDENT CHARGES & COST OF ATTENDANCE CHART**

Tuition for the 600-hour Master Esthetics Program is \$9,300.00

Additional costs to students, which are not included in tuition include:

Registration fee: \$100.00

Textbooks: Approximately \$130.00

Additional Supplies: Approximately \$250.00

Other expected fees after program completion:

- Testing fees for the required state examination through PSI – 800-367-1565
- Licensure fee paid to the Virginia Department of Professional and Occupational Regulation 804-367-8500

<b>600 Hour Esthetics Program</b>			
<b>(BASIC AND MASTERS)</b>			
Dependent			
<b><u>Tuition and other fees:</u></b>		<b><u>DAY (8 mo.)</u></b>	<b><u>NIGHT (10 mo.)</u></b>
Tuition:		\$9,300.00	\$ 9,300.00
Fees:		\$100.00	\$ 100.00
<b>Total School Fees:</b>		\$9,400.00	\$ 9,400.00
<b><u>Other estimated costs:</u></b>			
Books/Supplies:		\$600.00	\$ 600.00
Off-Campus			
Room and Board:		\$10,680.00	\$ 13,350.00
Transportation:		\$ 6,920.00	\$ 8,650.00
Personal:		\$3,872.00	\$ 4,840.00
<b>Total other estimated costs:</b>		\$22,072.00	\$ 27,440.00
	<b><u>Total</u></b>	<b>\$31,472.00</b>	<b>\$36,840.00</b>
Independent			
<b><u>Tuition and other fees:</u></b>			
Tuition:		\$9,300.00	\$ 9,300.00
Fees:		\$100.00	\$ 100.00
<b>Total School Fees:</b>		\$9,400.00	\$ 9,400.00
<b><u>Other estimated costs:</u></b>			
Books/Supplies:		\$600.00	\$ 600.00
Off-Campus			
Room and Board:		\$13,224.00	\$ 16,530.00
Transportation:		\$ 7,816.00	\$ 9,770.00
Personal:		\$11,776.00	\$ 14,710.00
<b>Total other estimated costs:</b>		\$ 33,416.00	\$ 41,610.00
	<b><u>Total</u></b>	<b>\$42,716.00</b>	<b>\$ 50,910.00</b>

## **STUDENT TRANSFER POLICY**

Lotus Professional College may accept up to 300 hours of transfer credit for a student who has completed their training in a specified area consistent with Lotus Professional College's program and the Department of Occupational Regulations of Virginia's required curriculum areas. Those areas are Orientation, Business, and Infection Control; Laws and Regulations; Advanced Anatomy and Physiology; Advanced Skin Care and Advanced Modalities; Advanced Procedures and Chemical Exfoliation; and Lymphatic Drainage. All practicum treatments must be completed for any section for which a transfer student is requesting credit with appropriate documentation.

### **In order to consider transferring from another school:**

1. The school must be operating legally in its jurisdiction, be fully accredited, and is in compliance with all federal, state, and local regulations.
2. For prior credit for military training, military transcripts are to be sent directly to the school.
3. All sections for which transfer credits are requested must have been successfully completed.
4. All practicum performances must be successfully completed for any section for which transfer credits are requested at Lotus Professional College unless the transcript provides verification from the transferring school of completed practicum treatments.
5. An official transcript must be sent directly to Lotus Professional College from the transferring school and must include hours of sections completed and practicum treatments completed.
6. Proof of the accreditation credentials of the transferring school must be presented.
7. A written exam for the requested transfer section must be successfully completed with a passing grade of 70% or higher.
8. The application, supporting documentation, and fees must be submitted.
9. A class must be available where the uncompleted sections for the student requesting a transfer have not yet been taught.
10. Due to limited class sizes, a transfer student can only transfer into a class that is not at maximum capacity.
11. The prospective student must present Lotus Professional College with a catalog and or/outline of the previous training. The Program Director will determine if the previous training is comparable to the current Lotus Professional College's training. The age of the previous training will be considered as well.
12. The Program Director will evaluate all the presented criteria to determine if the prospective student is accepted in the program requested at Lotus Professional College.

Tuition will be calculated by dividing the total tuition by the number of hours to be completed at Lotus Professional College.

The student who is currently enrolled and in good standing at Lotus Professional College, at the discretion of Lotus Professional College, may request to be transferred into another master esthetics program at Lotus Professional College. The student is required to:

- Submit a signed transfer request form to the Registrar while the student is actively enrolled, has not violated attendance policy, and has maintained current accounts with Lotus Professional College;
  - Meet with administrative staff at the College within two business days of the transfer request;
  - The student will be responsible for paying the amount of the tuition of the class transferred into.
  - The approved transfer student will receive credit for coursework completed and monies paid toward tuition.
  - If the transfer is approved by Lotus Professional College, a new enrollment agreement must be signed by the student within one week of the last day of attendance in the previous master esthetics class.
- Follow all policies and procedures and requirements as they apply to that ongoing class.

A student who wishes to transfer credits or coursework to another school is at the sole discretion of the receiving school which credits and coursework earned at the Lotus Professional College will be accepted.

## **COMMONWEALTH OF VIRGINIA EDUCATIONAL REQUIREMENTS FOR LICENSURE**

All applicants for licensure are required by the Virginia Department of Professional and Occupational Regulation to:

1. Completion of an Approved Training Program
  - 600 hours in a licensed Virginia school; or

- 2,000-hour Registered Apprenticeship (DOLI); or
  - Equivalent Out-of-State program\*
2. Pass written and practical exams (the practical exam requires that the student provide specific supplies as indicated by DPOR and the PSI Testing Center).

\*DPOR Licensure for out-of-state applicants – see DPOR website for current requirements.

**Requirements of other states may differ.** It is the student's responsibility to check for other states' Master Esthetics requirements as they could be different from Virginia DPOR requirements.

# **BACHELOR OF SCIENCE BACHELOR OF HEALTH SCIENCE/ MASTER OF SCIENCE MASTER OF ACUPUNCTURE WITH A CHINESE HERBAL MEDICINE SPECIALIZATION**

## **FACULTY AND STAFF**

A current list of faculty and staff is available on our website at [lotus.edu](http://lotus.edu). All faculty listed are core faculty.

## **MISSION STATEMENT**

Lotus Professional College is dedicated to creating an environment conducive to student learning from a place of intentional creation. Through Lotus Professional College's Bachelor of Science Bachelor of Health Science/ Master of Science Master of Acupuncture with a Chinese Herbal Medicine Specialization, a student will learn how to safely work with acupuncture and Chinese herbal medicine to benefit patient's health and well-being as a licensed professionals working in various healthcare settings.

## **STATEMENT OF PURPOSE**

The purpose of Lotus Professional College's Bachelor of Science Bachelor of Health Science/ Master of Science Master of Acupuncture with a Chinese Herbal Medicine Specialization is to prepare a new generation of healers who will lead the advancement of acupuncture and Chinese medicine in the West. We will achieve this purpose by offering professional, graduate degrees, and advanced programs and by providing innovative clinical training that prepares our graduates for work in the healthcare environments of the future.

## **PROGRAM GOALS**

In keeping with its mission, Lotus Professional College sets forth seven educational goals. Graduates of the master's program will be able to:

1. To practice in a professional and ethical manner.
2. To exercise appropriate clinical judgment regarding patient assessment, diagnosis, and decisions respecting therapeutic modalities, prognosis, and referral.
3. To become proficient in the theory and practice of acupuncture and in the preparation and prescription of Chinese herbal therapies.
4. To become proficient in the theory and practice of nutrition and preventative care and to incorporate these principles and practices of Traditional Chinese Medicine/Acupuncture with Chinese Herbal Medicine and to be prepared to counsel patients on elements of health.
5. To promote the delivery of health care in the United States fully recognizing the complementary functions of Traditional Chinese Medicine/Acupuncture with Chinese Herbal Medicine and Contemporary Western Medicine.
6. To meet the requirements of the National Commission for Certification of Acupuncture and Oriental Medicine (NCCAOM) including the ability to pass the State and national acupuncture and herbal certification examinations.
7. To demonstrate commitment to Acupuncture with a Chinese Herbal Medicine Specialization by participating in professional continuing education as a lifelong learning process.

## **PROGRAM LEARNING OUTCOMES**

Graduates of Lotus Professional College's Bachelor of Science Bachelor of Health Science/ Master of Science Master of Acupuncture with a Chinese Herbal Medicine Specialization will be able to:

1. Compile all the necessary diagnostic data through accurate employment of the Four Examinations and other appropriate examinations.
2. Using the theories of Chinese medicine, develop a diagnosis that is accurate and appropriate for the delivery of acupuncture and/or accessory techniques.
3. Based on the diagnostic findings, develop an effective treatment plan using acupuncture and/or other accessory technique.
4. Skillfully and safely execute a plan to treat or prevent illness using acupuncture and accessory techniques while complying with current best practices.
5. Assess the effectiveness of the Acupuncture treatment and modify it as needed.
6. Apply contemporary, professional, ethical, and legal standards to care delivery.

7. Recognize emergency situations or situations for which biomedical care or follow-up is needed and take appropriate action.
8. Demonstrate professional communication skills that are appropriate to all parties involved in the continuum of care.
9. Apply the basic principles of Evidence Informed Medicine in clinical internships.
10. Demonstrate an understanding of contemporary business models and the ability to establish a clinical practice in a private, integrative, or community health care setting.

### **ADDITIONAL ADMISSION PREREQUISITES AND REQUIREMENTS**

A prospective student must have at least 60 credits with a minimum of 30 semester credit hours in academic general education courses in written communication, oral communication, and quantitative principles from an accredited University or College.

- **Educational requirements:**

- Official transcripts sent directly from an accredited college or university demonstrating that the applicant has at a minimum 60 semester credit hours with 30 semester credit hours in academic general education courses in written communication, oral communication, and quantitative principles from an accredited University or College.
- If any of the above documents are issued in a different name than the prospective student's current government-issued identification, then the prospective student must supply a legal name change document.
- Prerequisites for each course within the program are listed in the title, scope, and sequence of each course.
- The student must move through the program sequentially from trimesters 1-9 unless special approval from the Program Director is given. If a student leaves the program, they may apply for re-entry with another cohort in the trimester they left the program in.

If the prospective student received college-level training in another country the prospective student must present the school with a certified translation as well as a certification that the training is equivalent to that of a graduate in the United States of America. The associate degree program or higher from an accredited college /university must meet the minimum required general education presented with a certified translation and certification that is the equivalent to that of a United States of America accredited college or university. The admissions representative will evaluate the submitted information and determine if the student meets the requirements for admission. The student may enroll in a degree program if they meet all the requirements within ten (10) days prior to the start date of the program. Once a student has met the admissions requirements and is accepted into a program the student will sign an enrollment agreement and arrange to pay; a deposit, one month's tuition; the full tuition; or provide proof of funding by a third-party agency which will pay the school directly. A copy of the fully executed enrollment agreement signed by both parties is provided to the student prior to the start of class.

### **STUDENTS FOR WHOM ENGLISH IS A SECOND LANGUAGE POLICY**

English language competency is required of any student seeking admission to the acupuncture 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:

I. The applicant must have completed one of the following:

- d) four years at a U.S. high school demonstrably delivered in English.
- e) 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;
- f) 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; Zimbabwe.

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

OR

- II. The applicant must complete one of the following assessments:
- c. Test of English as a Foreign Language Internet-Based Test (TOEFL® iBT) - Acceptable scores:
  - i. TOEFL iBT total score – 61 with minimum speaking score – 20 and minimum listening score – 17;
  - ii. TOEFL scores will only be recognized if the test was taken in the two years immediately preceding the date of enrollment;
- or
- d. International English Language Testing System (IELTS) Academic Format - Acceptable scores:
  - i. IELTS overall band score 6 with a minimum speaking score – 6.5 and minimum listening score – 6.

### **STUDENT CLASS SIZE**

Lotus Professional College accepts a maximum of 30 students per class.

### **STUDENT CLINICAL TRAINING POLICY**

The student will be required to complete clinical training, conducted under the supervision of program-approved supervisors, consists of at least 350 treatments of student-delivered patient care where the students conduct patient interviews, perform diagnosis and treatment planning, perform appropriate acupuncture and/or herbal medicine treatments, and follow-up on patient's responses to treatment. Each student is required to complete at least 150 hours observing acupuncturists and students performing AOM therapies in a clinical setting. Of the 150 hours of observation, at least 60 clock hours of clinical observation must include patient diagnosis and treatment that is performed exclusively by a licensed practitioner. Students are required to set up and observe a licensed practitioner in acupuncture and/or Chinese herbal treatments totaling 75 hours. The practitioner must be approved by the director of the acupuncture and Chinese herbal medicine program at Lotus Professional College.

Lotus Professional College follows the Virginia Health Records Disposition Schedule, Clean Needle Technique, Lotus Professional College Acupuncture and Chinese Medicine Student Clinic Handbook, and OSHA requirements in its clinical operations.

The student will be required to schedule and see patients during scheduled clinic hours at the school. The student will be responsible for providing their own patients. All clinic hours must be completed no later than 150% maximum timeframe for program completion.

Student clinic hours will be scheduled when faculty is available to supervise the clinic. The student will be responsible for scheduling patients during scheduled clinic hours.

Please see the Lotus Professional College Acupuncture and Chinese Medicine Student Clinic Handbook for a detailed patient records policy. This policy may be found under Treatment Protocols and Procedures, Maintaining Patient Records, and Clinic Records.

### **BREAKDOWN FOR LENGTH OF PROGRAM**

The Bachelor of Science Bachelor of Health Science/Master of Science Master of Acupuncture with a Specialization in Chinese Herbal Medicine Degree Program is 155 trimester credit hours or 2,752.5 clock hours. Generally, trimesters are 15-weeks in length.

A maximum of 30 semester credits (or 50%) of the prerequisite two-year education requirement may be earned through prior learning assessment using either, or a combination, of the following assessment techniques: (1) credit by

examination using recognized, independently administered, and validated standardized tests and/or (2) assignment of credit for military and corporate training based on recommendations established by the American Council on Education.

## **TITLE, SCOPE, AND SEQUENCE OF EACH COURSE WITHIN THE PROGRAM**

### **Trimester 1 (18.5 credits)**

**OM301** Foundations of Acupuncture, Herbal Medicine I: Building a foundation from which to understand the evolution of oriental medicine from its origins to modern-day and current application, a brief historical perspective will be presented. This course will include an introduction to the functions of the Zang Fu (organs), 5 Element theory and application, and the Vital Substances will be presented. This course will have an emphasis on theory and the main theoretical concepts applied to acupuncture. This course will cover the 12 organ systems, the five elements, and the 12 officials in correlation to the Zang Fu.

4 credits

Prerequisite: Meeting requirements for entrance into the program

**OM310** Identification of Patterns and Diagnostic Applications I: Building a foundation from which to understand the evolution of oriental medicine from its origins to modern-day and current application. A brief historical perspective will be presented, and diagnostic methods for each channel, and the channel systems will be presented. Pattern differentiation, diagnostic methods, pulse, tongue, and interrogation. This course will cover 6 of the 12 main channels. 4 credits Prerequisite: Meeting requirements for entrance into the program.

4 credits

Prerequisite: Meeting requirements for entrance into the program

**BM330** Anatomy & Physiology I: Students are introduced to the human body and learn about chemistry, cells, tissues, the integumentary system, the skeletal system, and the muscular system. Students will be introduced to peer-reviewed research.

4 credits

Prerequisite: Meeting requirements for entrance into the program

**OM320** Practical Clinical Application:

Study of acupoint anatomy and physiology. Classification of major point functions and energetics. Locating and palpating acupoints and channels. Study of major anatomy and point measurements. The student will be evaluating the quality of the qi in the channels and acupoints and perform acupressure. Study of pulse and tongue diagnosis as well as practice qigong. Point names and ideology. This trimester will present extra points and review all points located on 12 major channels. Clean needle technique standard and

standards of safety treating patients with acupuncture and Chinese Herbs.

4 credits

Prerequisite: Meeting requirements for entrance into the program

**CL350** Clinical Procedures: This supervised clinic is designed to build the student's confidence and ability to properly assess and treat patients in a step-by-step procedure. The student will learn patient intake, diagnosis utilizing 5 element, patterns, substances, and physical examination, pulse, and tongue diagnosis. Clean needle technique, OSHA, and HIPPA standards/protocols reviewed. What forms are required and how should your treatments be conducted to meet insurance and legal standards. The student will be observing acupuncture treatments.

1.5 credits

Prerequisite: Meeting requirements for entrance into the program

**OM360** Core Group: Students will present and discuss treatments administered during the clinic.

1 credit

Prerequisite: Meeting requirements for entrance into the program

### **Trimester 2 (18.5 credit hours)**

**OM303** Foundations of Acupuncture, Herbal Medicine II: Building a foundation from which to understand the evolution of oriental medicine from its origins to modern day and current application. A brief historical perspective will be presented with an introduction to the diagnostic methods and pattern differentiation for the 12 channel systems, 5 Element Diagnostics and Treatment Principles, and a brief explanation of the benefits of integrating TCM and 5 Element theory in treatment application. This course will cover the 12 Channels, the Five Elements, and Five Element Diagnostics and Application

4 credits

Prerequisite: Meeting requirements for entrance into the program

**OM311** Identification of Patterns and Diagnostic Applications II: Building a foundation from which to understand the evolution of oriental medicine from its origins to modern-day and current application. A brief historical perspective will be presented, and diagnostic methods for each channel, and the channel systems will be presented. Pattern differentiation, diagnostic methods,



pulse, tongue, and interrogation. This course will cover 6 of the 12 main channels.

4 credits

Prerequisite: Meeting requirements for entrance into the program

**BM331** Anatomy & Physiology II: The student learns about the nervous system and endocrine system. The student will analyze peer-reviewed research.

4 credits

Prerequisite: Meeting requirements for entrance into the program

**OM321** Practical Clinical Application:

Study of acupoint anatomy and physiology. Classification of major point functions and energetics. Locating and palpating acupoints and channels. Study of major anatomy and point measurements. The student will evaluate the quality of the qi in the channels and acupoints and perform acupressure. Study of pulse and tongue diagnosis as well as practice qigong. Point names and ideology. This trimester will present extra points and review all points located on 12 major channels.

4 credits

Prerequisite: Meeting requirements for entrance into the program

**CL351** Clinic: Acupuncture/Observation: The student will apply various acupuncture and Chinese herbal medicine diagnostic methods. Clinics will consist of student-delivered patient care where the student conducts patient interviews, performs diagnosis and treatment planning, performs appropriate acupuncture and/or herbal medicine treatments, and follows up on patients' responses to treatment. The students will integrate all they have been learning in the ongoing treatment of patients.

1.5 credits

Prerequisite: Meeting requirements for entrance into the program

**OM361** Core Group: Students will present and discuss treatments administered during the clinic.

1 credit

Prerequisite: Meeting requirements for entrance into the program

### **Trimester 3 (18.5 credit hours)**

**CCEP340** Ethics: Professional ethics is the foundation to building best practices as an acupuncture and herbal medicine practitioner. Students are introduced to the ethical and regulatory issues relevant to professional clinical practice. Through discussions, reflective writing assignments, and case studies, students explore concepts of professionalism, scope of practice, boundaries, and confidentiality.

4 credits

Prerequisite: Meeting requirements for entrance into the program

**OM312** Point Energetics I: Study of point functions, and application of point groups for treatment. The student will be presented with various conditions and using oral questions, physical observations, written questions, pulse taking, and tongue observations to differentiate between the point functions.

4 credits

Prerequisite: Meeting requirements for entrance into the program

**BM332** Anatomy & Physiology III: The student learns about the cardiovascular system, the lymphatic & immune systems, and the respiratory system. The student will develop a research proposal.

4 credits

Prerequisite: Meeting requirements for entrance into the program

**OM322** Practical Clinical Application: Study of acupoint anatomy and physiology. Classification of major point functions and energetics. Locating and palpating acupoints and channels. Study of major anatomy and point measurements. The student will evaluate the quality of the qi in the channels and acupoints and perform acupressure. Study of pulse and tongue diagnosis as well as practice qigong. Point names and ideology. This trimester will present extra points and review all points located on 12 major channels.

4 credits

Prerequisite: Meeting requirements for entrance into the program

**CL353** Clinic: Acupuncture/Observation: The student will apply various acupuncture and Chinese herbal medicine diagnostic methods. Clinics will consist of student-delivered patient care where the student conducts patient interviews, performs diagnosis and treatment planning, performs appropriate acupuncture and/or herbal medicine treatments, and follows up on patients' responses to treatment. The students will integrate all they have been learning in the ongoing treatment of patients.

1.5 credits

Prerequisite: Meeting requirements for entrance into the program

**OM362** Core Group: Students will present and discuss treatments administered during the clinic.

1 credit

Prerequisite: Meeting requirements for entrance into the program

## **Year 2**

### **Trimester 4 (16.5 credit hours)**

**BM329** Western Physical Examination: This course will introduce students to conventional Western physical examination as it relates to the practice of traditional Chinese medicine and acupuncture, how to prepare and present a patient case, appropriate level of treatment for presenting conditions such as sub-acute, acute, and emergent referrals from a Western perspective, conventional Western intake and charting methods, and coordination of care/ consulting. Core concepts of appropriate anatomy, physiology, and pathology will be included.

4 credits

Prerequisite: Compliance with SAP

**OM460** Point Energetics II: Study of point functions, and application of point groups for treatment. The student will be presented with various conditions and using oral questions, physical observations, written questions, pulse taking, and tongue observations to differentiate between the point functions.

4 credits

Prerequisite: Compliance with SAP

**OH401** Chinese Herbal Medicine I: The first in a three-part series, this segment introduces students to the history and theory of Chinese Herbology and the Materia Medica. Students will study the foundations and fundamentals of classification, strategies, preparations, and the administration of herbs, as well as the guidelines for dosage and dispensing safety. Students will study traditional single herbs by strategic categories in detail, including explanations of their properties, functions, indications, and contraindications.

4 credits

Prerequisite: Compliance with SAP

**CL450** Clinic: Acupuncture/Observation: The student will apply various acupuncture and Chinese herbal medicine diagnostic methods. Clinics will consist of student-delivered patient care where the student conducts patient interviews, performs diagnosis and treatment planning, performs appropriate acupuncture and/or herbal medicine treatments, and follows up on patients' responses to treatment. The students will integrate all they have been learning in the ongoing treatment of patients.

2 credits

Prerequisite: Compliance with SAP

**CL451** Clinic: Acupuncture/Observation: The student will apply various acupuncture and Chinese herbal medicine diagnostic methods. Clinics will consist of student-delivered patient care where the student

conducts patient interviews, performs diagnosis and treatment planning, performs appropriate acupuncture and/or herbal medicine treatments, and follows up on patients' responses to treatment. The students will integrate all they have been learning in the ongoing treatment of patients.

1.5 credits

Prerequisite: Compliance with SAP

**OM470** Core Group: Students will present and discuss treatments administered during the clinic.

1 credit

Prerequisite: Compliance with SAP

### **Trimester 5 (16.5 credit hours)**

**OH402** Chinese Herbal Medicine II: The second in a three-part series, this level of study of the Chinese Materia Medica will focus on the strategic formulation of Chinese herbs into clinical diagnostic preparations. Students will learn basic single herb combination strategies and be introduced to major traditional Chinese formula family classifications.

4 credits

Prerequisite: Compliance with SAP

**OH411** Clinical Diagnostics and Chinese Herbs: Students will review patient symptom pictures and presentations to further build diagnostic skills according to traditional single herb and formula classification. Students will study pattern differentiations according to physical presentations such as pulse and tongue diagnostic methods, and further integrate traditional pathology discriminations.

4 credits

Prerequisite: Compliance with SAP

**BM430** Western Nutrition: Study of vitamins, minerals, and how the body metabolizes and absorbs nutrients.

4 credits

Prerequisite: Compliance with SAP

**CL452** Clinic: Acupuncture, Chinese Herbs, and Observations: The student will apply various acupuncture and Chinese herbal medicine diagnostic methods. Clinics will consist of student-delivered patient care where the student conducts patient interviews, performs diagnosis and treatment planning, performs appropriate acupuncture and/or herbal medicine treatments, and follows up on patients' responses to treatment. The students will integrate all they have been learning in the ongoing treatment of patients.

2 credits

Prerequisite: Compliance with SAP

**CL453 Clinic:** Acupuncture, Chinese Herbs, and Observations: The student will apply various acupuncture and Chinese herbal medicine diagnostic methods. Clinics will consist of student-delivered patient care where the student conducts patient interviews, performs diagnosis and treatment planning, performs appropriate acupuncture and/or herbal medicine treatments, and follows up on patients' responses to treatment. The students will integrate all they have been learning in the ongoing treatment of patients.  
1.5 credits  
Prerequisite: Compliance with SAP

**OM471 Core Group:** Students will present and discuss treatments administered during the clinic.  
1 credit  
Prerequisite: Compliance with SAP

### **Trimester 6 (16.5 credit hours)**

**OM413 Microsystems:** The students will study the history and current applications of various techniques of treatments such as electro-acupuncture, cupping, gua sha, and advanced needling techniques and theories.  
4 credits  
Prerequisite: Compliance with SAP

**OH404 Chinese Herbal Medicine III:** The third in a three-part series, this level of study of the Chinese Materia Medica will focus on the beginning of Chinese herbs into the clinical experience. Students will further develop acupuncture and herbal combination strategies to treat specific acute or chronic patterns and pathological issues. Students will learn to select, modify, and evaluate herbal formulas, in conjunction with acupuncture treatments.  
4 credits  
Prerequisite: Compliance with SAP

**BM432 Biochemistry:** In this survey course students will learn the fundamental concepts of biochemistry beginning with nomenclature, chemical bond types and characteristics, commonly occurring chemical groups, the structure and function of various proteins in the body, and the metabolic pathways for lipids, carbohydrates, amino acids, and nitrogen.  
4 credits  
Prerequisite: Compliance with SAP

**CL454 Clinic:** Acupuncture, Chinese Herbs, and Observations: The student will apply various acupuncture and Chinese herbal medicine diagnostic methods. Clinics will consist of student-delivered patient care where the student conducts patient interviews, performs diagnosis and treatment planning, performs appropriate acupuncture and/or herbal medicine

treatments, and follows up on patients' responses to treatment. The student will integrate all they have been learning in the ongoing treatment of patients.  
2credits  
Prerequisite: Compliance with SAP

**CL455 Clinic:** Acupuncture, Chinese Herbs, and Observations: The student will apply various acupuncture and Chinese herbal medicine diagnostic methods. Clinics will consist of student-delivered patient care where the student conducts patient interviews, performs diagnosis and treatment planning, performs appropriate acupuncture and/or herbal medicine treatments, and follows up on patients' responses to treatment. The students will integrate all they have been learning in the ongoing treatment of patients.  
1 credit  
Prerequisite: Compliance with SAP

**OM472 Core Group:** Students will present and discuss treatments administered during the clinic.  
1 credit  
Prerequisite: Compliance with SAP

### **Year 3**

#### **Trimester 7 (16.5 credit hours)**

**OM414 Channels:** The student will be introduced to the flow of Qi in the Channels and Collaterals of the body. All the pathways will be introduced, including the 8 Extra Channels, Divergent, Luo, and Muscle Channels, with an emphasis on the internal and external pathways of the Primary Channels. Channel Theory will be balanced with palpatory exploration of the channels, including simple observational and palpatory diagnostic techniques.  
4 credits  
Prerequisite: Compliance with SAP

**OH405 Chinese Herbal Prescriptions I:** This course examines classical Chinese herbal formulas and prepared patent medicines in all their forms, such as raw decoctions, pills, salves, powders, tinctures, and external applications. Different therapeutic categories are reviewed and discussed with representative formulas, dosage, and delivery systems. Rigorous attention will be paid to proper diagnosis and selection of appropriate formula according to patient presentation, diagnostic intake, and safety precautions. Ingredients of formulas will be explored and analyzed for a more comprehensive understanding of their interactions.  
4 credits  
Prerequisite: Compliance with SAP

**BM433 Pharmacology:** Students learn the basic principles of pharmacology with an emphasis on the

most commonly encountered medications used clinically to address concerns of the autonomic and central nervous systems, cardiovascular system, renal system, smooth muscle agonists and antagonists, anti-inflammatory medications, endocrine replacement and modification, chemotherapeutics, toxicology, and well-established herb-drug-supplement interactions.

4 credits

Prerequisite: Compliance with SAP

**CL456 Clinic:** Acupuncture, Chinese Herbs, and Observations: The student will apply various acupuncture and Chinese herbal medicine diagnostic methods. Clinics will consist of student-delivered patient care where the student conducts patient interviews, performs diagnosis and treatment planning, performs appropriate acupuncture and/or herbal medicine treatments, and follows up on patients' responses to treatment. The student will integrate all they have been learning in the ongoing treatment of patients.

2 credits

Prerequisite: Compliance with SAP

**CL457 Clinic:** Acupuncture, Chinese Herbs, and Observations: The student will apply various acupuncture and Chinese herbal medicine diagnostic methods. Clinics will consist of student-delivered patient care where the student conducts patient interviews, performs diagnosis and treatment planning, performs appropriate acupuncture and/or herbal medicine treatments, and follows up on patients' responses to treatment. The student will integrate all they have been learning in the ongoing treatment of patients.

1.5 credits

Prerequisite: Compliance with SAP

**OM473 Core Group:** Students will present and discuss treatments administered during the clinic.

1 credit

Prerequisite: Compliance with SAP

### **Trimester 8 (16.5 credit hours)**

**BM531 Imaging and Laboratory Diagnostics:** This course will introduce students to the process of interpreting the results of diagnostic images and laboratory analysis ordered by coordinating care providers. A brief review of the anatomy, physiology, and pathology of the conditions that are diagnosed and managed utilizing the results will be included with current standards of care for commonly occurring medical conditions managed using laboratory analysis.

2 credits

Prerequisite: Compliance with SAP

**BM630 Biomedicine Review:** This high-level course will review in a modular format integration and synthesis of complex cross-subject concepts in preparation for board examinations and entry-level practice.

2 credits

Prerequisite: Compliance with SAP

**OM520 OB/GYN:** Review of common signs and symptoms of OB/GYN disorders and describing meridians link related to these disorders.

2 credits

Prerequisite: Compliance with SAP

**CCEP640 Professional Judgement, Practice Management, Communication, and Professional Development.** Engage in good judgment that relies on knowledge and experience, is sensitive to context, and is self-correcting. Apply critical thinking skills, professional judgment, and cultural sensitivity to patient health care concerns. Document and support treatment choices. Identify, locate, and assess appropriate sources of information to support. Professional judgment and the analysis of clinical courses of action. The student must demonstrate the ability to:

Provide a comfortable, safe environment for history taking and the patient examination. Conduct and appropriately document a health history and a relevant physical examination. Recognize clinical signs and symptoms that warrant referral to, or collaborative care with, other health professionals. Apply data and information concerning confidentiality and HIPAA, informed consent, scope of practice, professional conduct, malpractice and liability insurance, requirements of third-party payers, OSHA, professional development, other applicable legal standards to improve practice management and records management systems. Develop risk management and quality assurance programs. Practice ethically and behave with integrity in professional settings. Articulate the strengths and weaknesses of multiple practice and business models and create and implement practice/office policies and procedures, business/professional plans designed to support success in professional practice, and marketing/outreach plans designed to support success in professional practice. Describe and apply a variety of billing and collection systems. Demonstrate use of electronic health records and electronic medical records systems

Identify and remediate areas of professional weakness. Propose improvement methods in the analysis of practice for the purpose of developing a program of learning on a lifelong basis. Identify sources of ongoing professional development, education, and research, both classical and contemporary. Describe emerging

technology systems for information access and management.

Assess professional development needs and use available professional development resources to respond to changes in the local, state, regional, and national healthcare environment.

2 credits

Prerequisite: Compliance with SAP

**OH601** Chinese Herbal Prescriptions II: This course examines and analyzes approximately 75 classical Chinese herbal prescriptions, as well as selected key formula families. The role of individual herbs in formulas is stressed along with modifications recommended for various presentations and clinical applications. Students are exposed to the thinking approach to the formulation of prescriptions using their concurrent clinical presentation experience.

4 credits

Prerequisite: Compliance with SAP

**CL552** Clinic: Acupuncture, Chinese Herbs, and Observations: The student will apply various acupuncture and Chinese herbal medicine diagnostic methods. Clinics will consist of student-delivered patient care where the student conducts patient interviews, performs diagnosis and treatment planning, performs appropriate acupuncture and/or herbal medicine treatments, and follows up on patients' responses to treatment. The student will integrate all they have been learning in the ongoing treatment of patients.

2 credits

Prerequisite: Compliance with SAP

**CL650** Clinic: Acupuncture, Chinese Herbs, and Observations: The student will apply various acupuncture and Chinese herbal medicine diagnostic methods. Clinics will consist of student-delivered patient care where the student conducts patient interviews, performs diagnosis and treatment planning, performs appropriate acupuncture and/or herbal medicine treatments, and follows up on patients' responses to treatment. The student will integrate all they have been learning in the ongoing treatment of patients.

1.5 credits

Prerequisite: Compliance with SAP

**OM560** Core Group: Students will present and discuss treatments administered during the clinic.

1 credit

Prerequisite: Compliance with SAP

### **Trimester 9 (17 credit hours)**

**OH602** Advanced Herbal Prescribing: This course continues to strengthen clinical skills learned in Chinese

Herbal Prescriptions I and II. Students refine their ability to devise appropriate herbal prescriptions for patients in conjunction with their clinical internship cases. Prescriptions for student clinical cases are presented, discussed, and evaluated within the class peer forum, with critique and adjustment by the instructor.

4 credits

Prerequisite: Compliance with SAP

**BM631** Biomedicine Review: This high-level course will review in a modular format integration and synthesis of complex cross-subject concepts in preparation for board examinations and entry-level practice.

2 credits

Prerequisite: Compliance with SAP

**OH620** Advanced Herbal Review: This course strengthens the students' herbal knowledge and creates a complete picture of Chinese herbal medicine within the TCM paradigm, including the traditional theories of Six Channels, Four Levels, and Triple Burner pattern identification. This course will serve as preparation for the national examination and certification.

Students will also design and develop a plan for establishing a professional clinic herbal pharmacy.

2 credits

Prerequisite: Compliance with SAP

**OM621** Review of patterns, diagnosis, and theory. Applying theory to case studies preparing student for National Exams

.5 credits

Prerequisite: Compliance with SAP

**CL651** Clinic: Acupuncture, Chinese Herbs, and Observations: The student will apply various acupuncture and Chinese herbal medicine diagnostic methods. Clinics will consist of student-delivered patient care where the student conducts patient interviews, performs diagnosis and treatment planning, performs appropriate acupuncture and/or herbal medicine treatments, and follows up on patients' responses to treatment. The student will integrate all they have been learning in the ongoing treatment of patients.

1 credit

Prerequisite: Compliance with SAP

**CL652** Clinic: Acupuncture, Chinese Herbs, and Observations: The student will apply various acupuncture and Chinese herbal medicine diagnostic methods. Clinics will consist of student-delivered patient care where the student conducts patient interviews, performs diagnosis and treatment planning, performs appropriate acupuncture and/or herbal medicine

treatments, and follows up on patients' responses to treatment. The student will integrate all they have been learning in the ongoing treatment of patients.

2credits

Prerequisite: Compliance with SAP

**CL653 Clinic:** Acupuncture, Chinese Herbs, and Observations: The student will apply various acupuncture and Chinese herbal medicine diagnostic methods. Clinics will consist of student-delivered patient care where the student conducts patient interviews, performs diagnosis and treatment planning, performs appropriate acupuncture and/or herbal medicine treatments, and follows up on patients' responses to treatment. The student will integrate all they have been learning in the ongoing treatment of patients.

1.5 credits

Prerequisite: Compliance with SAP

**OM660 Core Group:** Students will present and discuss treatments administered during clinic.

1 credit

Prerequisite: Compliance with SAP

**CL Observations:** Students are required to perform 75 hours of observations of a school-approved licensed acupuncturist. Students will schedule these hours on their own and turn in the signed tracking forms to the registrar.

3 Credits

Prerequisite: Completion of second trimester, compliance with SAP, and program directors' approval of license practitioner to be observed

The program is taught sequentially, therefore students will only be admitted into trimesters for which they have not earned credits for the previous trimesters. Students are not permitted to take advanced courses without taking the courses or being given credit for the courses in previous trimesters and maintaining SAP.

<b>Total Observations</b>	<b>150 hours</b>
Faculty Observations	60 hours
Other Observations	90 hours
<b>Treatments</b>	<b>350 treatments</b>

<b>Course</b>	<b>Total Hours</b>	<b>Total Credits</b>
Biomedicine	510	34
Counseling, Communications, Ethics, & Practice Management	90	6
Clinics	870	39.5
Oriental Herbs	450	30
Oriental Medicine	832.5	45.5
<b>Total</b>	<b>2752.5</b>	<b>155</b>

## **TARDINESS POLICY**

The student must be on time for all lectures and clinics. If a student is more than 15 minutes late to a lecture, it is up to the discretion of the instructor whether to count the student absent or present.

## **MAKE-UP WORK POLICY**

All makeup work must be completed within the allowable completion time of the program, or by date given by program director in emergency situations. See the course syllabus for additional guidelines

## **TESTS, MID-TERMS, AND FINAL EXAMINATION**

- The student must complete all examinations by the last day of class for each course, or by date given by program director in emergency situations.

- Any grades or courses not completed by the last day of class or by date given by program director in emergency situations the student will receive an “F” for that course.

## **REQUIRED LEVELS OF PERFORMANCE FOR GRADUATION**

### **Graduation Requirements**

- Graduation from a degree program requires a 3.0 grade point average or better and is based upon the student’s satisfactory achievement and demonstration of the required knowledge and skills.
- Only those graduate-level courses in which a student earns the equivalent of a 3.0 or better may be applied toward the total number of credits required for graduation.
- The student must complete a minimum of 30% of their coursework for this program at Lotus Professional College.
- The student must complete a research project (earning a minimum score of 80%) prior to graduation. Details are provided during orientation and are revisited throughout the program.
- The student must complete all clinical treatments and observations.

## **TYPE OF DOCUMENT AWARDED UPON GRADUATION**

A Bachelor of Science Health Science/Master of Science Master of Acupuncture with a Specialization in Chinese Herbal Medicine will be conveyed to a student upon graduating.

## **TUITION, OTHER STUDENT CHARGES & COST OF ATTENDANCE CHART**

Tuition: \$365.00 per credit hour (total credits for Bachelor/Masters of Acupuncture with a Specialization in Chinese Herbal Medicine Degree: 155 trimester credit hours)

Institution Fee: \$250.00 per trimester

Books: Approximately \$250.00 per trimester

Scrubs: Approximately \$60.00 per set

<b>Bachelor of Science Bachelor of Health Science/ Master of Science Master of Acupuncture with a Chinese Herbal Medicine Specialization - Estimated Cost of Attendance</b>			
Dependent			
<b><u>Tuition and other fees:</u></b>		<b>FULL TIME (3 YRS.)</b>	<b>Per Trimester (4 mos.)</b>
Tuition:		\$56,575.00	\$ 6,205.00
Fees:		\$2,250.00	\$ 250.00
<b>Total School Fees:</b>		\$58,825.00	\$ 6,455.00
<b><u>Other estimated costs:</u></b>			
Books/Supplies:		\$2,250.00	\$ 250.00
Off-Campus			
Room and Board:		\$43,740.00	\$ 4,860.00
Transportation:		\$ 13,608.00	\$ 1,512.00
Personal:		\$7,200.00	\$ 800.00
<b>Total other estimated costs:</b>		\$66,798.00	\$ 7,422.00
	<b><u>Total</u></b>	<b>\$125,623.00</b>	<b>\$13,877.00</b>
Independent			
<b><u>Tuition and other fees:</u></b>			
Tuition:		\$56,575.00	\$ 6,205.00
Fees:		\$2,250.00	\$ 250.00
<b>Total School Fees:</b>		\$58,825.00	\$ 6,455.00
<b><u>Other estimated costs:</u></b>			
Books/Supplies:		\$2,250.00	\$ 250.00
Off-Campus			
Room and Board:		\$59,508.00	\$ 6,612.00
Transportation:		\$ 35,316.00	\$ 3,904.00
Personal:		\$31,140.00	\$ 3,460.00
<b>Total other estimated costs:</b>		\$ 128,034.00	\$ 14,226.00
	<b><u>Total</u></b>	<b>\$ 186,859.00</b>	<b>\$ 20,681.00</b>

## **STUDENT TRANSFER POLICY**

Lotus Professional College will consider transfer requests from a student seeking transfer from established accredited schools, or military training, other than Lotus Professional College, operating under the authority of the jurisdiction the school is located in. The student must meet all admissions requirements. In any event, Lotus Professional College will evaluate any coursework completed at another accredited school, or military training and consider the equivalency to the courses offered at Lotus Professional College and if any credit is awarded it cannot violate any other policy set forth in this catalog. Transcripts must be sent directly from accredited school or military transcripts to evaluate prior credit or training. Credits earned more than five (5) years prior to admission may only be accepted for transfer after validating and



documenting that the student has retained the content knowledge and competencies of the respective course(s) for which transfer credits are being assessed.

Subject to relevant state regulations and licensing agency rules, applicants may receive transfer credit for up to 50% of the total program credit requirements. Of that 50%, no more than 25% of the program's clinical training requirements may be accepted as transfer credit.

Lotus Professional College cannot guarantee any course will transfer to another school. Lotus Professional College upon request will send official transcripts to the desired school and they will have to evaluate, and transfer credits based on their requirements.

If there is a particular course that the prospective student or current student has had advanced training in or life experience with, they may petition the Program Director and provide evidence of the training or experience, and the or Program Director will decide if the training or experience is equivalent to the course requirements. No more than eight credits total may be awarded in this category per degree program.

### **PRE-ADMISSION PLACEMENT TESTS**

Lotus Professional College does not have a pre-admission placement test for the degree program.

### **COMMONWEALTH OF VIRGINIA REQUIREMENTS FOR LICENSURE**

The requirements to practice acupuncture in Virginia when obtaining your training at Lotus Professional College can be found at [Virginia DHP](#)

These requirements, as taken from the previously mentioned website, are as follows:

- Requirements for acupuncture education obtained after February 1, 2011, shall be as provided in this subsection. An applicant applying for licensure to practice as a licensed acupuncturist based on successful completion of education in a school or college for acupuncture accredited by ACAOM or any other accrediting agency approved by the Board of Medicine, which confers a degree or certificate in acupuncture in the United States, shall submit evidence of having a minimum of 1,905 hours of entry-level acupuncture education to include at least 1,155 didactic hours and 660 clinical hours. Clinical hours may include observation, as well as internship or treatment hours; the remaining 90 hours may be earned as either didactic or clinical hours. Correspondence programs or courses in acupuncture are excluded and may not be used to meet the requirements for acupuncture education.

Lotus Professional College does meet the educational requirements to practice as a licensed acupuncturist in Virginia. Lotus Professional College has not evaluated the requirements to practice in any other State in the United States of America.

## **2024 STUDENT ACHIEVEMENT RATES DISCLOSURE**

### Graduation Rates

<b>Program</b>	<b>Total Enrollment</b>	<b>Total Graduates</b>	<b>Graduation Percent</b>	<b>Timeframe</b>
Basic Esthetics	20	16	89%	8 months
Basic Esthetics	19	19	89%	10 months
Master Esthetics	22	18	82%	8 months
Master Esthetics	9	6	67%	10 months
Therapeutic Massage	24	24	100%	8 months
Therapeutic Massage	18	16	89%	10 months
Acupuncture Program	8	4	50%	36 months

### Employment Rates

<b>Program</b>	<b>Total Available for Employment</b>	<b>Total Employed</b>	<b>Employment Percent</b>	<b>Timeframe</b>
Basic Esthetics	6	5	83%	8 months
Basic Esthetics	10	7	70%	10 months
Master Esthetics	18	16	89%	8 months
Master Esthetics	6	6	100%	10 months
Therapeutic Massage	24	18	75%	8 months
Therapeutic Massage	16	9	56%	10 months
Acupuncture Program	4	2	50%	36 months

### Licensure/Certification Rates

<b>Program</b>	<b>Total Applying for Licensure</b>	<b>Total Licensed</b>	<b>Licensure Percent</b>	<b>Timeframe</b>
Basic Esthetics	13	13	100%	8 months
Basic Esthetics	12	12	100%	10 months
Master Esthetics	17	17	100%	8 months
Master Esthetics	6	6	100%	10 months
Therapeutic Massage	23	23	100%	8 months
Therapeutic Massage	11	10	91%	10 months
Acupuncture Program	2	2	100%	36 months