



# American Academy of Health and Wellness

## Doctoral Program Catalog

1/01/2024 - 12/31/2025

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## Perspective —

### The Future of Chinese Medicine in the United States



The ancient Chinese arts of healing are finding new life in the 21st century. My area of interest is the acceptance and integration of traditional Chinese medicine into mainstream medical

practice in the US. From my perspective, the trend for medicine in America is moving steadily toward integrative medicine. More and more, acupuncture and traditional Chinese medicine are being recognized as an effective medical modality, both as an adjunct to Western medicine and as stand-alone therapy for many medical conditions. As traditional Chinese medicine gains acceptance and credibility in the US, it is vital that acupuncturists broaden their understanding of TCM, upgrade their clinical skills, and follow the highest standards of current medical practice. Increased levels of professionalism in our field will gain the respect of the Western medical community and enable TCM practitioners to more effectively offer their patients the wealth of knowledge inherent in a three-thousand-year-old medical system.

The American Academy of Health and Wellness extends a warm welcome to those of you who elect to enhance your skills, enrich your practice, and pursue your future in the ever-expanding field of traditional Chinese medicine.

Xiping Zhou, MD ( China ), LAc

President, AAHW



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## ***AAHW is a truly unique institution...***

***Outstanding features of AAHW's doctoral program include:***

### **Faculty.**

Our faculty members constitute one of our strongest distinctions. The instructors in AAHW's doctoral program hold advanced degrees in traditional Chinese medicine, and many of them have done post-doctoral work in their area of focus. Faculty members serve as advisors to doctoral candidates in their specialty area, and develop a collegial relationship with their advisees. Collectively, AAHW's doctoral degree instructors represent decades of experience as practitioners of TCM. Many of our resident and visiting faculty members have an extensive publication list of research papers and textbook contributions.

### **Curriculum.**

The AAHW doctoral program has three main components: in-depth study of five TCM specialty areas; academic courses which emphasize both classical TCM texts and current scientific research; and a clinical practicum and training component, culminating in a research paper on a topic in one of the specialty areas. The five TCM specialty fields included in the doctoral program are: TCM Neurology, TCM Gynecology, TCM Orthopedics, TCM Oncology, and TCM Psychiatry. Each of the five specialty areas is taught by a faculty member who is a trained specialist in that field. The academic curriculum is structured to provide a well-balanced learning experience which presents the best of Chinese medical classics and the most relevant research-based information available from modern TCM and Western sources. The clinical practicum experience is specialty-focused. Candidates are expected to select an advisor, organize their clinical practicum, and determine a topic for their capstone research project in relation to the specialty area they have chosen to focus on.

### **Clinical Practice.**

The Clinical Practicum and Training sections of the doctoral program are specialty-focused and present doctoral candidates with the opportunity to develop and advance their clinical and practice management skills. The clinical practicum experience provides candidates with the opportunity to work in a variety of healthcare settings. Candidates develop communication and consultation skills by supervising interns in the AAHW Student Clinic, and develop collegial relationships with off-campus healthcare providers. Candidates can expect to broaden and deepen their clinical skills beyond their previous training in terms of critical thinking, case analysis, therapeutic techniques applied, and ability to more accurately predict the prognosis and outcomes of treatment.

# ***Introduction to AAHW***

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## **Statement of Purpose**

The Doctor of Acupuncture and Oriental Medicine program of the American Academy of Health and Wellness has the primary goal of providing advanced training for qualified practitioners of traditional Chinese medicine. The integrated approach to healing which is central to our program enables our graduates to combine advanced knowledge of classical and contemporary Chinese medicine with an educated understanding of the Western medical approach to disease, and enhances their ability to practice as independent healthcare providers in a variety of healthcare settings. In-depth study of one of the five specialty areas covered by our program enables our graduates to bring exceptional healing skills to their personal practice.

The Academy is committed to the training of advanced TCM professionals. We strive to prepare our students for careers of lifelong learning and professional development so that they, in turn, can transmit the benefits of traditional Chinese medicine to the wider community.

## **Educational Objectives**

The educational objectives of the doctoral program in acupuncture and Oriental medicine at AAHW are as follows:

1. Doctoral candidates will exhibit in-depth understanding of health conditions within their selected field of study from the perspective of both traditional Chinese medicine and modern Western medicine.
2. Doctoral candidates will demonstrate advanced skill levels in the assessment and diagnosis of health conditions in their selected field of study from a TCM perspective.
3. Doctoral candidates will demonstrate advanced clinical practice skills in the areas of diagnosis, needling, and herbal prescriptions.
4. Doctoral candidates will demonstrate the ability to effectively utilize both classical and contemporary Chinese medical techniques in their practice.
5. Doctoral candidates will demonstrate effective management of their on-site clinical practice, including the ability to collaborate effectively with their adviser and other practitioners.
6. Doctoral candidates will demonstrate mastery of clinical research techniques through successful completion of a “capstone” research project in their chosen Chinese medicine specialty.





## Location

The American Academy of Health and Wellness is located on the fourth floor of the Roseville Professional Center at 2233 Hamline Avenue North, Suite 432, Roseville, MN 55113. We are conveniently near to the junction of I-35W and Highway 36.

The Roseville Professional Center building has a surrounding parking lot with more than 100 free parking spaces to accommodate AAHW's students, faculty members, and clinic patients. Other building amenities include a conference room, fitness center, and vending machines available to all building occupants. Our campus facilities include two classrooms, a student clinic with four patient treatment rooms, an herbal pharmacy carrying a selection of traditional Chinese herbs, a library/study area, and administrative offices.

## History of AAHW

The Academy's founders were strongly motivated to bring the benefits of traditional Chinese medicine to the Twin Cities community. First, a 4-year master's degree curriculum was constructed which conformed to the standards of education offered by Chinese universities of TCM, and which was specifically modeled on the curriculum of the Shandong University of Traditional Chinese Medicine in Jinan, China. After much hard work and dedication, the Academy was founded in August 1997 under the name of the American Academy of Acupuncture and Oriental Medicine (AAAOM), and regular classroom instruction began in January 1999. In February 2021, the American Academy of Health & Wellness (AAHW) acquired the three outstanding graduate-level programs developed over the years by AAAOM: Master of Acupuncture; Master of Acupuncture with a Chinese Herbal Medicine Specialization; and Doctor of Acupuncture and Oriental Medicine. As the successor institution to AAAOM, AAHW continues the exemplary tradition of education in acupuncture and Asian health studies.

## State Registration and Approval

The American Academy of Health and Wellness is registered with the Minnesota Office of Higher Education pursuant to sections 136A.61 to 136A.71. Registration is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions.

Minnesota Office of Higher Education: 1450 Energy Park Drive, Suite 350, St. Paul, MN 55108, telephone 651-642-0567; email: [info@ohe.state.mn.us](mailto:info@ohe.state.mn.us); website: <https://www.ohe.state.mn.us>

***Please note: An electronic version of the Academy's catalog is available online at [www.acupunctureschoolusa.com](http://www.acupunctureschoolusa.com). In the event of any discrepancy of content between any published or downloaded version of the catalog and the electronic catalog, the posted electronic version takes precedence over the published version.***

## National Accreditation

The American Academy of Health and Wellness (AAHW) and its following programs are accredited by the Accreditation Commission for Acupuncture and Herbal Medicine (ACAHM):

- (1) Master of Acupuncture
- (2) Master of Acupuncture with a Chinese herbal medicine specialization
- (3) Doctor of Acupuncture and Oriental Medicine

Temporary federal flexibilities with respect to institutional eligibility for distance education related to the COVID-19 national emergency expired on 7 October 2023. The programs listed above are not accredited by ACAHM to offer courses via distance education beyond 7 October 2023.

ACAHM does not accredit any programs at the undergraduate/bachelor level.

Accreditation status and notes may be viewed on the ACAHM Directory. <https://acahm.org/directory-menu/directory/>.

ACAHM is recognized by the United States Department of Education as the specialized accreditation agency for institutions/programs preparing acupuncture practitioners. ACAHM is located at 500 Lake St. Suite 204, Excelsior, Minnesota 55331; phone 952/212-2434; <https://.acahm.org>  
*Public Disclosure Statement Effective as of 14 August 2024.*

AAHW posts information regarding its current accreditation status on its website at: [www.acupunctureschoolusa.com](http://www.acupunctureschoolusa.com).

## Minnesota License & Requirements for Practice

The Minnesota Board of Medical Practice is the licensing agency for practicing acupuncture in Minnesota. To qualify for a license in Minnesota, individuals must hold a master's degree in acupuncture from a program which is accredited by ACAHM, and must pass the board exams of the National Certification Commission for Acupuncture and Oriental Medicine (NCCAOM). Graduates of the Academy's master's degree programs are prepared and qualified to take the NCCAOM exams.

## Institutional Self-Evaluation

The Academy employs feedback from students, staff, faculty members, alumni, and governing board members to assess student satisfaction, faculty and administrative performance, curriculum relevance, overall governance, and recommendations for improvement. Surveys of these key stakeholder groups are distributed and reviewed on an annual basis. DAOM candidates submit anonymous evaluations to school administration of each course they have attended. Faculty meetings and administrative-staff meetings are conducted on a regular basis, and members of the Program Assessment Committee meet periodically to consider improvements and/or changes to school programs. The Academy monitors master's degree graduates' performance on the national board tests in acupuncture/Oriental medicine to ensure that students are graduating with the knowledge and skills they need to achieve professional success.



## Doctoral Degree Program in Acupuncture & Oriental Medicine

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The doctoral program curriculum is structured to be completed in twenty months. Candidates attend eighteen modules, or seminar weekends, which may be scheduled on a monthly basis, or may be offered as two modules back-to-back in a two-month period. Curriculum course seminars are presented on a “rolling” basis, so candidates may join the program at any time, and continue attendance until they have completed the program. The DAOM program coordinator is responsible for helping candidates schedule their academic courses, clinical practicum hours, and face-to-face time with advisors.

The total curriculum of 1,260 hours (62 credits) includes 540 didactic hours of classroom instruction and individual contact with instructors, 660 hours of clinical practice, and 60 hours of capstone project research. The program has 3 principal components:

- In-depth study of five TCM specialty areas: TCM Neurology, TCM Gynecology, TCM Orthopedics, TCM Oncology, and TCM Psychiatry;
- Academic courses emphasizing both classical TCM texts and current scientific research;
- Clinical practicum and training, culminating in a research paper on a topic in one of the specialty areas.

For each of the TCM specialty areas there is a core course which examines that area in depth, with a focus on integrating TCM understanding and Western scientific knowledge of the field. Classical and modern TCM sources pertaining to each specialty are studied, and the latest scientific studies and theories and clinical trials based on the Western medical paradigm are presented. Each of the five specialty areas is taught by a faculty member who is a trained specialist in that field.

The academic curriculum is structured to provide a well-balanced learning experience which presents the best of Chinese medical classics and the most relevant research-based information available from modern TCM and Western sources. Fundamental principles and significant techniques from the classic texts *Yellow Emperor's Classic of Medicine*, *Treatise on Cold Febrile Diseases*, *Differentiation of Warm Diseases*, and *Great Compendium of Acupuncture and Moxibustion* are intrinsic to the curriculum, as are cutting-edge Chinese medical research and state-of-the-art Chinese medicine techniques developed in contemporary China.

The clinical practicum experience is specialty-focused. Candidates will select an advisor, organize their clinical practicum, and determine a topic for their capstone research project in relation to their chosen specialty area. The required 660 hours of clinical training/practicum are completed off-campus at clinic locations designated by AAHW. Candidates actively manage their practice in relation to patient assessment, Chinese medicine diagnosis, clinical intervention, consultation with advisors, and collaboration with other practitioners and health care professionals.

Candidates will complete a research study paper, or “capstone project,” at the end of their clinical practicum experience, and present it before a three-member Dissertation Committee prior to graduation. The written research report will be based on a review of applicable research literature.



# *Acupuncture Program Curriculum Outline*

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Curriculum Outline for the **Doctorate Degree Program in Acupuncture & Oriental Medicine**

## **First Year**

### **First Trimester**

| <b>Course #</b> | <b>Course Title</b>                  | <b>Hours</b> | <b>Credits</b> |
|-----------------|--------------------------------------|--------------|----------------|
| 5101            | Yellow Emperor's Classic of Medicine | 30           | 2              |
| 5102            | Integrative Neurology I              | 30           | 2              |
| 5103            | Clinical Research Methodology        | 15           | 1              |
| 5104            | Clinical Practicum & Training I      | 120          | 4              |
| 5105            | Integrative Neurology II             | 30           | 2              |
| <b>Total</b>    |                                      | <b>225</b>   | <b>11</b>      |

### **Second Trimester**

| <b>Course #</b> | <b>Course Title</b>              | <b>Hours</b> | <b>Credits</b> |
|-----------------|----------------------------------|--------------|----------------|
| 5201            | Treatise on Febrile Disease      | 30           | 2              |
| 5202            | Integrative Gynecology I         | 30           | 2              |
| 5203            | Clinical Research Paper Writing  | 15           | 1              |
| 5204            | Clinical Practicum & Training II | 120          | 4              |
| 5205            | Integrative Gynecology II        | 30           | 2              |
| <b>Total</b>    |                                  | <b>225</b>   | <b>11</b>      |

### **Third Trimester**

| <b>Course #</b> | <b>Course Title</b>               | <b>Hours</b> | <b>Credits</b> |
|-----------------|-----------------------------------|--------------|----------------|
| 5301            | Differentiation of Warm Diseases  | 30           | 2              |
| 5302            | Integrative Psychology I          | 30           | 2              |
| 5303            | Advanced Acupuncture Techniques   | 30           | 2              |
| 5304            | Clinical Practicum & Training III | 150          | 5              |
| 5305            | Integrative Psychology II         | 30           | 2              |
| <b>Total</b>    |                                   | <b>270</b>   | <b>13</b>      |

## Doctor Degree Program in Acupuncture

### Second Year

#### First Trimester

| Course # | Course Title                     | Hours | Credits |
|----------|----------------------------------|-------|---------|
| 5401     | Acupuncture Classics & Styles    | 30    | 2       |
| 5402     | Integrative Oncology I           | 30    | 2       |
| 5403     | Scientific Acupuncture           | 30    | 2       |
| 5404     | Clinical Practicum & Training IV | 150   | 5       |
| 5405     | Integrative Oncology II          | 30    | 2       |
| Total    |                                  | 270   | 13      |

#### Second Trimester

| Course # | Course Title                    | Hours | Credits |
|----------|---------------------------------|-------|---------|
| 5501     | Synopsis of the Golden Cabinet  | 30    | 2       |
| 5502     | Integrative Orthopedics I       | 30    | 2       |
| 5503     | Research Project                | 60    | 4       |
| 5504     | Clinical Practicum & Training V | 120   | 4       |
| 5505     | Integrative Orthopedics II      | 30    | 2       |
| Total    |                                 | 270   | 14      |

**Total Program Hours      1,260      62 Total Program Credits**

(Lecture: 540 Hours; Capstone Project: 60 Hours; Clinical Practicum: 660 Hours)

# Doctoral Program Course Descriptions

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## Course Descriptions

### **5101 Yellow Emperor's Classic of Internal Medicine      2 credits/30 hours**

The purpose of this course is to guide students in an in-depth exploration of the concepts and theories which appear in the most seminal text of Chinese medicine: the *Yellow Emperor's Classic of Internal Medicine* (*Huang Di Nei Jing*). Our curriculum places a strong emphasis on the time-honored teachings contained in the *Classic of Internal Medicine*. Principles which were first laid out in this ultimate classic have provided the basis for etiology, pathology, diagnosis and treatment of disease over the 2000-year history of Chinese medicine. These principles include yin/yang, the five elements, zang-xiang, pathogenesis, and treatment principles. A comprehensive understanding of these theories is essential to every aspect of the practice of Chinese medicine. Candidates are expected to apply concepts from the *Classic of Internal Medicine* to their clinic practice, and to incorporate them in the structure of their required research project. Examples of the successful application of theories and concepts from the *Classic of Internal Medicine* in modern practice demonstrate the direct lineage of transmission from ancient scholar-doctors to present-day practitioners.

### **5102 Integrative Neurology I**

**2 credits/30 hours**

This is the first part of neurology. Four conditions are covered in this class: Stroke, Parkinson's Disease, Dementia and Multiple Sclerosis. Epidemiology, view of Western medicine and Chinese medicine are discussed in class. Body acupuncture, scalp acupuncture, Jin Three needles acupuncture and Chinese herbal medicine are demonstrated. Dietary recommendations are also covered.

### **5103 Clinical Research Methodology**

**1 credit/15 hours**

This course introduces doctoral candidates to standard scientific principles of clinical research, clinical research project design, and various clinical research methods and research paper writing such as case studies, clinical observations, double-blind clinical trials, systematic reviews and meta-analysis. Candidates will be expected to familiarize themselves with major landmark clinical studies in their field of interest. Principles of evidence-based medicine are applied to acupuncture and Chinese medicine clinical research.

### **5105 Integrative Neurology II**

**2 credits/30 hours**

This course is an integration of neurology with acupuncture and Chinese medicine in the treatment of epilepsy, headache, neuropathy and radiculopathy. Lecture and demonstration of the structural, neurophysiological and biochemical causes and management, the acupuncture and TCM energetic causes and management for these conditions. This class assumes you are practicing in an integrative medical environment.



## Doctoral Program in Acupuncture & Oriental Medicine

### Course Descriptions

#### **5201 Treatise on Febrile Disease**

**2 credits/30 hours**

This course is to advance students' understanding and application of knowledge and skills from *Shang Han Lun* to common clinical conditions. Ten constitutions defined by leading herbs will be discussed and elaborated. The Japanese development of *Shang Han Lun* (Kampo) is lectured. Real cases from *Shang Han Lun* are demonstrated in class.

#### **5202 Integrative Gynecology I**

**2 credits/30 hours**

This course will start from the anatomy and physiology of the female reproductive system and basal body temperature (BBT). Cerebellum Acupuncture, Scalp Acupuncture, Spinal Acupuncture and Abdominal Acupuncture will be elaborated and demonstrated. Classical formulas are prescribed for each abnormal function of the reproductive system. The treatment of Ovarian Cyst, Polycystic Ovary Syndrome, Uterine Fibroids, Endometriosis and Menopausal Syndrome will be thoroughly discussed. Supportive treatment and care for Assisted Reproductive Technology (ART) will be demonstrated. Chinese medicine support for fetal development is elaborated.

#### **5203 Clinical Research Paper Writing**

**1 credit/15 hours**

Through analysis of exemplary papers, candidates are introduced to accepted standards of scientific research paper writing, including standard scientific format and language. This course will prepare doctoral candidates to write the capstone research paper required for completion of the program. Each component of a clinical research paper is discussed. A wide range of well-recognized papers documenting clinical trials are discussed in the class. Essential techniques of writing a clinical research paper are presented and developed.

#### **5205 Integrative Gynecology II**

**2 credits/30 hours**

This course will start with common gynecological diseases: Menoxenia, Dysfunctional Uterine Bleeding, Amenorrhea, Dysmenorrhea, Polycystic Ovary Syndrome, Premenstrual Tension Syndrome, Menopause Syndrome, Vulvovaginitis, Pelvic Inflammation, Endometriosis, etc. Each disease will be explained and categorized by Chinese medicine physiology and pathology. Their Chinese medicine treatments will also be demonstrated. Important Chinese medicine syndromes and treatments of Female Infertility will be thoroughly discussed in class, and will be elaborated and demonstrated through real clinical cases. Research evidence about the diagnosis and TCM treatment of infertility and the impact of acupuncture on IVF outcomes are also presented.

## Doctoral Program in Acupuncture & Oriental Medicine

### Course Descriptions

#### **5301 Differentiation of Warm Diseases**

**2 credits/30 hours**

Presents the major theories of “warm diseases” as they appear in the historical record of Chinese medicine. *Wen Bing Tiao Bian (Differentiation of Warm Diseases)* is the primary classical text on this subject, dealing with pattern differentiation of warm diseases and the herbal formulas commonly used to treat various patterns. The etiology, pathogenesis, diagnosis and treatment of ten of the most commonly-encountered warm diseases explicated in this text will be analyzed. The ongoing usefulness of classical Chinese medical texts is underscored by contemporary applications of the pathologies described in *Wen Bing Tiao Bian* to “modern” diseases such as AIDS and SARS, which will also be explored in this course.

#### **5302 Integrative Psychiatry I**

**2 credits/30 hours**

This course will present to the students an integrated approach to common psychiatric conditions encountered in clinical practice. A step-by-step diagnostic methodology and key points in the treatment methods of psychiatric diseases based on clinical experience will be discussed. Students will also learn comprehensive and advanced knowledge of psychiatric disorders from the Oriental Medicine point of view and Western medicine diagnosis. Evidence-based treatment mechanisms will be discussed to help students build a strong scientific background for the appropriate application of Oriental medicine remedies for Psychiatric disorders.

#### **5303 Advanced Acupuncture Techniques**

**2 credits/30 hours**

Provides students with essential concepts and refined techniques of acupuncture needling, as well as demonstrating how to apply these techniques effectively in the treatment of common and complex conditions. A number of different techniques are applied to the acupoints most commonly used in clinic practice. Key concepts which are critical to the successful treatment of disease with acupuncture are elaborated. Students will be expected to master the techniques presented and apply them successfully in clinical treatment. Also explored in this course are advanced needling techniques such as microacupuncture, three-needle acupuncture, dermal acupuncture, and others.

#### **5305 Integrative Psychiatry II**

**2 credits/30 hours**

This is the second part of TCM psychiatry. It will focus on Ben Shen Acupuncture. Shen Qi is the fundamental concept of this course. It will present the physiology and pathology of Shen Qi. Acupuncture treatment, herbal prescriptions, and other Chinese medicine modalities will be described, illustrated, and demonstrated. Applications of Ben Shen Acupuncture will be applied to depression, anxiety, insomnia, PTSD, schizophrenia and Dian, Kuang, Xian.





## Doctoral Program in Acupuncture & Oriental Medicine

### Course Descriptions

#### **5401 Acupuncture Classics and Styles**

**2 credits/30 hours**

Although Tung's acupuncture is famous for its unique set of acupuncture points, those unique points are only part of a much bigger picture. Tung's acupuncture is a complete system which includes its own channels, unique points, diagnostic methods and needling techniques. Furthermore, Tung's acupuncture is based on a five zang (six fu) channel system unique to the Tung system, different from the traditional 14 channels of acupuncture. This course will discuss Master Tung's clinical cases, as well as the diagnostic and treatment protocols from the private practice case studies of some of the most elite practitioners of Master Tung's acupuncture.

#### **5402 Integrative Oncology I**

**2 credits/30 hours**

This course will explore the theory and efficacy of Chinese medicine in support of the treatment of cancer. Dr. Mah came to the United States in 1996 and focused on anti-cancer treatment. He was inspired by the ancient herbal prescription Bie Jia Jian Wan, which he drew upon to develop his consotherapy approach. This approach will serve as the basis to his teaching on the TCM clinical analysis of cancer pathology, therapy, and even prevention. Class topics will include: The world map of cancer; the basic theory of oncology; The outline of TCM oncology, Dr. Mah's first step of using Chinese medicine to treat cancer; analysis of Bie Jia Jian Wan; discovery of consotherapy; standardization of cancer pathology, diagnosis using consotherapy analyzing 1000 cases; standardization of cancer treatment in consotherapy; and discussion on key points.

#### **5403 Scientific Acupuncture**

**2 credit/30 hours**

By exploring critical challenges facing practitioners in clinic and clarifying the scientific essence (reflex zones) of the meridians, this course will introduce the novel theory of "Acu-Reflexology" (called Acu-Reflex Point Acupuncture, ARPA), analyze clinical strategies, and present detailed techniques in treating difficult cases to maximize effectiveness. This course introduces the theory of Acu-Reflex Point Acupuncture, demonstrates the art & science of needling techniques and evidence-based electro-acupuncture, and optimal acupuncture for treatment of complex cases.

#### **5405 Integrative Oncology II**

**2 credits/30 hours**

This subject will help students improve their ability to treat cancer patients with Traditional Chinese medicine. Student will be able to: independently make a TCM diagnosis of cancer/tumor in its early-stages; Guide patients in choosing the correct therapies; Support patients' health as they undergo surgery, chemotherapy and radiation, and to augment the efficacy of those interventions; To learn how to apply all the modalities in reducing the side effect from chemotherapy and radiation. Students will be exposed to the new integrative cancer therapy - Shen Xiang Wen Tong Therapy - to restore weakened immunity, restore homeostasis, and eventually eliminate the cancer.

## Doctoral Program in Acupuncture & Oriental Medicine

### Course Descriptions

#### **5501 Synopsis of the Golden Cabinet**

**2 credits/30 hours**

This course covers selected topics and chapters from *Jin Kui Yao Lue*: Xiao Ke (diabetes); Ke Sou (cough); women's conditions; gastrointestinal problems; vomiting, retching and diarrhea. Real clinical cases are demonstrated to demonstrate the value of *Jin Kui Yao Lue*. Pattern and symptom differentiation is illustrated from the classical traditions.

#### **5502 Integrative Orthopedics I**

**2 credits/30 hours**

This course studies the assessments, diagnoses, and treatments of spinal disorders, from the integrative views of Chinese and western medicine. It also includes the most updated knowledge of spine health and physical examination of the spine, as well as meridian differentiation special for acupuncture practice. Cases of spinal disorders will be discussed with integrative approaches. Practicum aspects focus on acupuncture and manipulations for the spine.

#### **5503 Research Project**

**4 credits/60 hours**

**Prerequisites:** 5104 Clinical Research Methodology; 5204 Clinical Research Paper Writing

Candidates will complete a research study paper, or “capstone project,” at the end of their clinical practicum. The written report will be based on data gathered by candidates in the course of their clinical work, and augmented by a review of applicable research literature. Candidates will also be required to present an oral defense of their capstone report before a three-member dissertation committee prior to graduation. Valuable insight and assistance in the completion of the capstone project will be provided by faculty members who have extensive publication experience. Candidates will be encouraged to submit their research paper for publication in one of the principal acupuncture journals, although publication is not required for successful completion of the program.

#### **5505 Integrative Orthopedics II**

**2 credits/30 hours**

This is a singular-focus TCM course: Rheumatic Diseases. Pattern differentiation and treatment of rheumatic diseases are thoroughly discussed. Several western-medicine diseases which fall in the category of TCM rheumatic disease are explored. Sequelae of traumatic brain injury are discussed and demonstrated in terms of acupuncture and Chinese herbal medicine. All these approaches are validated by real patient cases presented in class.

## Doctoral Program in Acupuncture & Oriental Medicine

### Course Descriptions

#### Clinical Practicum and Training I - V

22 credits/660 hours

**Prerequisite:** Minimum 600 hours of clinical internship in accredited Master's degree program.

The clinical practicum experience is specialty-focused. Candidates are expected to select an advisor, organize their clinical practicum, and determine a topic for their capstone research project in relation to their chosen specialty. For each 120-hour or 150-hour clinical practicum period, candidates' overall clinic practice will be primarily focused on one of the program's five specialty areas. In addition, candidates will also arrange to work with patients in their chosen specialty area. Candidates will actively manage their practice in relation to patient assessment, Chinese medicine diagnosis, clinical intervention, consultation with advisors, and collaboration with other practitioners and health care professionals. Candidates can expect to broaden and deepen their clinical skills beyond their previous training in terms of critical thinking, case analysis, therapeutic techniques applied, and ability to more accurately predict the prognosis and outcomes of treatment. Candidates also benefit from their practicum experience by expanding their ability to recruit and retain patients in their own practices through their capacity to provide specialized, high-quality services.

|      |                                     |           |
|------|-------------------------------------|-----------|
| 5104 | Clinical Practicum and Training I   | 120 hours |
| 5204 | Clinical Practicum and Training II  | 120 hours |
| 5304 | Clinical Practicum and Training III | 150 hours |
| 5404 | Clinical Practicum and Training IV  | 150 hours |
| 5504 | Clinical Practicum and Training V   | 120 hours |

# Student Policies

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## Attendance

Candidates are expected to attend all scheduled academic courses, clinical practice sections, and meetings with advisors, whether in-person or online. Candidates are responsible for all assignments and for the content of all classes. Candidates are not disciplined or dismissed from the program based on their attendance record, *per se*. However, the cumulative effect in any given course of unexcused absence, tardiness, and/or leaving class early can result in grade reduction or failing the course (see “Unexcused Absence” below), which in turn can affect a candidate’s GPA to the point of receiving an academic warning or probation (see “Academic Warning/Probation” pg. 20).

AAHW distinguishes between “excused” and “unexcused” absences.

Excused absence: To qualify as an excused absence, the candidate must go on record by notifying the Registrar’s office of the specific class(s), clinic shift(s), or school event the candidate is missing, and the reason for absence. Notification may be given in person, by phone message (651-493-3622), or by email (Registrar@acupunctureusa.com). Notification should take place ahead of time, if possible, or within 24 hours of the missed class.

In addition to notifying the Registrar’s office, the candidate must provide an acceptable reason for the absence. Acceptable reasons for absence include: illness; accident; personal or family emergency; military obligation; jury duty; significant social obligation such as a funeral; severe weather event; or vehicle breakdown. Candidates who request more than two excused absences for the same reason may need to provide school administration with documentation of the cited problem, such as a note from the doctor or bills for vehicle repair.

For academic classes, candidates are also responsible for contacting the course instructor in regard to making up or rescheduling course work which was missed due to the candidate’s absence. If the candidate subsequently makes up missed coursework to meet the academic requirements of the course, this will satisfy course requirements and will not affect the candidate’s grade. For online classes which were missed due to an excused absence, access to the recording of the class session will be provided.

Unexcused absence: If a candidate does not notify the Registrar’s office or the instructor, or does not have a valid reason for absence, absence from class becomes an “unexcused absence.” In general, absence will not be excused if the reason for absence is a circumstance that is within the candidate’s ability to control, but the candidate failed to do so. Examples of unacceptable reasons: “I overslept”; “I wasn’t ready to take the test”; “I missed my bus”; “I’m going to a baby shower”.

Missing 8 hours of a 30-hour seminar weekend (one seminar day) results in an automatic reduction of a candidate’s final grade by one grade (*i.e.* a “B” grade would automatically become a “C” grade). A candidate who misses more than 8 hours of a course (*i.e.* has missed more than 25% of the class content) may fail the course. To obtain a grade for the course under these circumstances, a candidate will have to meet with the Program Director and the course instructor to work out a viable plan to meet the academic requirements of the course.

Tardiness and Leaving Early: Tardiness is defined as “arriving more than 10 minutes after class begins,” and “leaving early” means leaving class before the instructor dismisses class. Missing four hours or more of a seminar weekend course due to tardiness or leaving early, without the permission or authorization of the instructor, will carry the same penalty as missing an 8-hour seminar day (*i.e.* reduction of grade).

Attendance sheets are maintained for all academic classes by course instructors. Instructors mark present and absent candidates on the attendance sheet at the beginning of class. Candidates are monitored for attendance and tardiness. Course attendance records and grades are turned in to the Registrar when the instructor has completed the grading of course components.





## ***Student Policies***

### **Leave of Absence**

Candidates may request a Leave of Absence (LOA), which allows them to interrupt study while maintaining current registration. The request for an LOA must be made in advance, unless unforeseen circumstances prevent the candidate from doing so. The request must be made in writing, signed and dated by the applicant, and is reviewed by the DAOM Program Director. The LOA application must include the reason for the requested leave. Permission is usually granted for any of the following reasons:

1. Medical problems and maternity leave.
2. Financial difficulties.
3. Personal situations that warrant the student to temporarily suspend attendance, such as compulsory military service.
4. Emergency in the student's immediate family.

The expected date of return must be specified, and an LOA is normally limited to no more than two calendar months. While on LOA, candidates are responsible for any outstanding tuition payments or account balances, which must be paid in their entirety before resuming attendance. Candidates returning from LOA are responsible for contacting their instructors and supervisors before their return to arrange for completion of courses or resumption of clinic shifts.

Candidates who are unable to return to the program after the expiration date of their LOA must discuss their situation with the Program Director. Possible options include extension of the LOA, temporary discontinuation of the program, or withdrawal from the program. Candidates who wish to resume the program after discontinuing or withdrawing from the program will need to re-apply under the admission policies then in effect. When rejoining the program, missing course work may be made up at the discretion of the instructor.

For students receiving federal financial aid, failure to return by the stipulated return date without contacting the Program Director will be considered as an involuntary withdrawal from the program. In that case, the student's last date of attendance before beginning the LOA will be reported to the Department of Education as the student's official last date of attendance. Generally, student loan deferment status expires six months after the last date of attendance.



## **Student Records**

Candidates' educational records include all documents containing personally-identifiable information pertaining to students which are maintained by AAHW. Maintenance of student records by AAHW conforms to federal regulations under the Family Educational Rights and Privacy Act of 1974 (FERPA), which are designed to protect student privacy. Hard-copy student records are kept in administrative offices, in locked file cabinets and/or in office rooms which are locked when not occupied by administrative staff. Electronic records are maintained on password-protected computers and backed up in the cloud on a daily basis. Authorized AAHW employees may access student records for the purposes of monitoring academic progress and clinic performance, maintaining business office records, ordering and disbursing financial aid, complying with requests from authorized state and federal agencies, and other administrative functions. Students must keep AAHW informed of their current address and phone number(s).

Candidates have the right to inspect their records and request corrections. Under FERPA regulations student records may not be released to third parties without signed authorization from the student. Under certain specific circumstances, such as a legal court order or Department of Education audits AAHW may disclose student education records without signed consent from the student. Schools are required to disclose any information regarding registered sex offenders and anyone required to register under the Violent Crime control and Law Enforcement Act of 1994.

Candidates working in AAHW's student clinic must properly document all clinical treatments and supervisory activities, and are required to follow federal HIPAA regulations in regard to the protected healthcare information of patients.

All records pertaining to a student's admission and progress through the program will be retained by AAHW for a minimum of ten years. Student transcripts/cumulative academic records are kept permanently. In the event of school closure, student records are maintained by a designated successor institution, and/or will be transferred to the Minnesota Office of Higher Education.

## **Satisfactory Academic Progress**

Doctoral program candidates are expected to maintain satisfactory academic progress (SAP) throughout the program to achieve their degree. A cumulative 2.5 (C+) grade point average must be maintained for all graded courses. Clinic work must comply with AAHW clinic policies and standards, and must be evaluated as satisfactory by the Program Director and clinic supervisors. A passing grade must be achieved for any comprehensive, demonstrative or oral examination. The program must be completed in a maximum timeframe of forty months in attendance.

## Student Policies

### Academic Warning/Probation/Dismissal/Reinstatement

Unsatisfactory academic progress for candidates Unsatisfactory academic progress for doctoral candidates is assessed by the following SAP criteria: failure to maintain a cumulative 2.5 GPA; failing to follow stated clinical practice standards; failure to complete 75% of academic courses taken in an Enrollment Period by the end of the Enrollment Period (*i.e.* carrying an “Incomplete” grade in three or more courses at any given time); failing to complete all required program elements within 40 months. Other factors which will alert the Program Director to potential SAP problems include failing an individual academic course or clinical practicum section.

Candidates who have failed to meet one or more of the SAP criteria by the end of a 4-month Enrollment Period are put on Academic Warning status, and have until the end of the following Enrollment Period to correct the cited problem. If the issue is resolved, the warning status is removed. If the SAP issue is not corrected by the end of the Warning period, the candidate will be placed on Academic Probation at the beginning of the next Enrollment Period, and financial aid eligibility will be suspended. Candidates who are placed on Academic Probation status are required to meet with the DAOM Program Director and the school President, and must submit a written plan to resolve the SAP issue(s) which resulted in probation. Candidates have a maximum of two Enrollment Periods on Academic Probation status to resolve and remediate the SAP issue(s). If the issue is resolved, the candidate is reinstated and regains eligibility for financial aid. If the issue is not resolved by the end of the second Enrollment Period on probation, the candidate will be dismissed from the program.

Reinstatement: A candidate who has been academically dismissed may apply for reinstatement by submitting a written appeal to the school President which presents any mitigating circumstances and a specific plan to correct the SAP problems and prevent their recurrence. The President will respond to the written appeal within ten business days of receiving it, and either permit the candidate to rejoin the program or confirm the dismissal. Reinstated candidates remain on probationary status, and have a further Enrollment Period to resolve the cited SAP issue(s). Failure of a reinstated candidate to resolve SAP issues after a further Enrollment Period will result in permanent dismissal from the program.

Grievance Process for Academic Dismissals: A candidate whose written appeal for reinstatement has been rejected by the school President may register a complaint with any of the following agencies: the Accreditation Commission for Acupuncture and Herbal Medicine (ACAHM); the Minnesota Office of Higher Education (MOHE); or the higher-education agency of their state of residence. Contact information:

- Minnesota Office of Higher Education, 1450 Energy Park Drive, Suite 350, St. Paul, Minnesota 55108, telephone: 651-642-0567; email: [info@ohe.state.mn.us](mailto:info@ohe.state.mn.us); website: [www.ohe.state.mn.us](http://www.ohe.state.mn.us)
- Accreditation Commission for Acupuncture and Herbal Medicine (ACAHM), 500 Lake St. Suite 204, Excelsior, MN 55331; email: [info@acahm.org](mailto:info@acahm.org); Telephone (952) 212-2495; website: [www.ACAHM.org](http://www.ACAHM.org).
- Wisconsin residents may contact the State of Wisconsin Educational Approval Program, 4822 Madison Yards Way, Madison, WI 53705; Telephone: 608-266-2112; email: [dsps@wisconsin.gov](mailto:dsps@wisconsin.gov); website: <https://dsps.wi.gov/Pages/Programs/EducationalApproval/Default.aspx>

## ***Student Policies***

### **Professional Conduct**

AAHW students, faculty members and staff have the right to a safe environment where they are respected as individuals and allowed to pursue their studies or jobs without interference. Candidates are expected to treat other students, faculty and staff members, and clinic patients in a courteous and respectful manner. Examples of interpersonal behavior which can lead to warning or dismissal for unprofessional conduct include: physical assault; sexual harassment or intimidation; threats of harm; disrupting classes by using personal electronic devices. Examples of unacceptable personal conduct include: theft or damage to school property or the property of a school member; smoking on campus; being under the influence of illicit drugs or alcohol on campus; cheating on tests or assignments or enabling others to cheat; violation of student or clinic patient rights to privacy under FERPA or HIPAA regulations, or using such information for personal gain; failure to follow mandated clinic policies and procedures (hygiene, safety, dress code); plagiarism or academic dishonesty (see below).

AAHW subscribes to the NCCAOM Code of Ethics for TCM practitioners (*see page 42 of this Catalog*), and expects candidates who are completing their Clinical Practicum requirements to observe its stipulations in regard to non-discrimination, patient privacy, appropriate conduct, avoidance of misrepresentation, etc.

AAHW expects that all assignments, papers, examinations and projects submitted in regard to the completion of a course are the candidate's own work. Candidates should be extremely careful to distinguish their work from information derived from other sources in print or online, including information and opinions obtained from other people. Correctly citing the sources and origins of others' work is the candidate's responsibility. Candidates who knowingly submit plagiarized work as their own are subject to dismissal from the program.

AAHW prohibits the unlawful possession, use, distribution, sale or manufacture of alcohol, controlled substances, or illicit drugs on school property or as part of any institutionally-authorized activity. The possession, use or sale of alcohol and/or unauthorized or illegal drugs, or the misuse of any legal drugs on school premises, is prohibited and will constitute grounds for dismissal from the program. Any student under the influence of drugs or alcohol while on school premises will be subject to discipline, including dismissal from the program. Students should advise the Program Director of any use of prescribed drugs which may affect the student's judgment, performance or behavior.

Generally, initial and subsequent incidents of unprofessional behavior will be handled by school administration in the following sequence: a verbal warning; a written warning; dismissal from the program. However, substantiated incidents of physical assault or abuse, or substantiated incidents of behavior which fall into the category of sexual violence, harassment or intimidation in accordance with the Title IX provisions of the US Department of Education (*see Equal Opportunity Statement, pg 24*) are grounds for summary dismissal from the program.

### **Grievance Process: Warning or Dismissal for Unprofessional Conduct**

Candidates who believe they have been unjustly disciplined or dismissed for unprofessional conduct, or who wish to be re-admitted to the program after dismissal, have the right to appeal the decision and ask for their record to be cleared or for reinstatement to the program. Candidates may initiate the following process:

1. The candidate may request a meeting with the DAOM Program Director, and/or the Title IX Coordinator, and/or the Campus Director for discussion and potential resolution of the problem.
2. If this dialogue fails to resolve the issue, the candidate may submit a written statement to the school President, explaining why the warning or dismissal should be retracted, or proposing a remedial plan to resolve the behavioral problem. In response to the written request for resolution, the President will appoint a three-member Grievance Committee, chosen from AAHW administrative staff, faculty members, and students who are not directly involved in the grievance. If the President is directly involved in the grievance, a member of the school administration who is not involved in the grievance will select the Committee members.
3. Within 30 days of its appointment, the Grievance Committee will hear from all parties directly involved in the grievance, review administrative actions taken in response to the conduct issue, gather relevant information, and submit a written report on its findings and recommendations to the President. The President (unless directly involved in the grievance) will review the recommendations of the Grievance Committee and make a final decision on clearing the candidate's record or reinstating the candidate to the program.
4. After the President's decision, if the candidate believes the ruling is unfair, he/she/they may contact any of the following agencies:
  - Minnesota Office of Higher Education, 1450 Energy Park Drive, Suite 350, St. Paul, MN 55108, telephone 651-642-0567; email: [info@ohe.state.mn.us](mailto:info@ohe.state.mn.us); website: <https://www.ohe.state.mn.us>
  - ACAHM, 500 Lake St. Suite 204, Excelsior, Minnesota 55331; telephone 952-212-2495; email: [info@acahm.org](mailto:info@acahm.org) ; website: [www.acahm.org](http://www.acahm.org)
  - Wisconsin residents may contact the State of Wisconsin Educational Approval Program, 4822 Madison Yards Way Madison, WI 53705; telephone 608-266-2112; email: [dsps@wisconsin.gov](mailto:dsps@wisconsin.gov); website: <https://dsps.wi.gov/Pages/Programs/EducationalApproval/Default.aspx>

**Readmission to the Program:** Candidates who have been dismissed for unprofessional conduct and wish to rejoin the program should follow the Grievance Process described above. Candidates who have been dismissed for serious behavioral issues such as physical assault, drug use, or sexually-inappropriate behavior and who wish to be reinstated in the program must additionally provide evidence to school administrators that they have received professional evaluation, therapy, or counseling and that it is the opinion of the therapist that the behavior is unlikely to recur. Candidates who have been readmitted under these circumstances may be required to sign an agreement that if there is a recurrence of the behavior in question, the candidate will be dismissed from the program without recourse.



## ***Student Policies***

### **Grievance Process: Interpersonal Conflicts**

Interpersonal conflicts between students, or between a student and a faculty or staff member, may also be addressed by a Grievance process. This process is used when the conduct of the involved parties does not qualify as “unprofessional” according to AAHW administrative standards. Examples may include: personality conflicts between candidates; a candidate who believes that an instructor has graded them unfairly, or that an administrator has applied a school policy to them unfairly; a candidate who believes that an instructor or administrator’s personal or political views are adversely affecting them.

1. The individual with the grievance should first attempt to resolve the issue directly with the concerned party through frank, respectful discussion.
2. If this dialogue fails to resolve the grievance, the candidate may arrange a meeting with the DAOM Program Director, school President, or Chief Operating Officer for review and resolution of the problem.
3. If the grievance is still not resolved, the candidate may submit a written statement to the school President, explaining the circumstances of the grievance, and requesting a hearing with a Grievance Committee. The President will appoint a Grievance Committee, as outlined above, which will review the situation and report to the President. The findings and conclusions of the Grievance Committee will comprise the final official response of AAHW to the candidate’s grievance.
4. If the candidate/student believes that AAHW has not addressed their concerns appropriately, they may apply to any of the agencies listed above.

### **Student Rights and Privileges**

All members of the American Academy of Health and Wellness, including faculty members, administrative staff, Board Directors, and Advisory Board members have a primary mission of assisting the student’s academic progress, as effectively as possible, towards the completion of degree requirements. At AAHW, students have the right and privilege to receive an appropriate educational program; to be informed about all AAHW policies which pertain to students; to attend the college in an academic and social climate free from fear and violence; to be free from harassment, threats, or intimidation which create a hostile or offensive learning atmosphere; to utilize the learning resources pertaining to students; and to receive fair and reasonable treatment from those who enforce AAHW policies. Students have the right to bring their concerns about academic or administrative rulings or procedures to the relevant department. It is the students’ responsibility to be informed of their rights and responsibilities.

Students have the right to raise a concern or file a complaint about AAHW and its administration, policies, or procedures with any of the following agencies or the higher-education agency of their state of residence:

\* ACAHM, 500 Lake St. Suite 204, Excelsior, MN 55331; telephone 952-212-2495; email: [info@acahm.org](mailto:info@acahm.org) ; website: [www.acahm.org](http://www.acahm.org)

\* Minnesota Office of Higher Education, 1450 Energy Park Drive, Suite 350, St. Paul, MN 55108, telephone 651-642-0567; email: [info@ohe.state.mn.us](mailto:info@ohe.state.mn.us); website: <https://www.ohe.state.mn.us>

\* Wisconsin residents may contact the State of Wisconsin Educational Approval Program, 4822 Madison Yards Way, Madison, WI 53705; Telephone: 608-266-2112; email: [dsps@wisconsin.gov](mailto:dsps@wisconsin.gov); website: <https://dsps.wi.gov/Pages/Programs/EducationalApproval/Default.aspx>





## ***Student Policies***

### **Non-discrimination**

The Academy is committed to a policy of equal opportunity. We do not discriminate against any student, faculty, or staff member for reasons of race, religion, gender, sexual preference, age, handicap, citizenship, national origin, or political philosophy.

### **Equal Opportunity Statement and Notice of Nondiscrimination**

The American Academy of Health and Wellness (the Academy) is committed to the principles of equal employment opportunity and equal educational opportunity. The Academy does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, sexual orientation, gender identity or expression, transgender, family status, disability, age, marital status, status with regard to public assistance, political affiliation, membership or activity in a local commission, genetic information, or any other characteristic protected by applicable law. Additionally, as is required under Title IX, a federal law that prohibits discrimination on the basis of sex in any federally funded education program or activity, Title IX protects all members of our campus community who experience sex discrimination, sexual harassment, sexual assault, sexual misconduct, interpersonal violence (including dating and domestic violence), stalking, or discrimination on the basis of pregnancy. These protections apply to students, faculty, staff, contractors, applicants and campus visitors. The Academy is committed to creating and fostering a campus environment free from all forms of sex discrimination and harassment and these policies extend to all aspects of its operations, including but not limited to, employment, educational policies, admissions policies, scholarship and loan programs and all other educational programs and activities. All such harassment will not be tolerated from any employee, student or staff member, or third party.

Any questions regarding Title IX may be referred to the Academy's Title IX Coordinator, or to:

United States Department of Education Office of Civil Rights  
John C. Kluczynski Federal Building  
230 S. Dearborn Street, 37<sup>th</sup> Floor  
Chicago, IL 60604

Telephone: (312) 730-1560  
Fax: (312) 730-1567  
TDD: 800-877-8339

Email: [OCR.Chicago@ed.gov](mailto:OCR.Chicago@ed.gov)

### **Campus Safety and Security**

For information on AAHW's policies and procedures for campus safety, including drug and alcohol and sexual misconduct policies, please visit AAHW's website: [www.acupunctureschoolusa.com](http://www.acupunctureschoolusa.com) and read the Annual Security Report. On the home page, under "About AAHW", click on "Background" and scroll down to the link for the current-year Annual Security Report.

## Grading Standards

Final course grades are based on completion of the course requirements, as detailed in the course syllabus. Before each course begins, candidates receive a course syllabus, as well as course materials or study guides which are pertinent to the course. For academic seminars, the syllabus lists each required component of the course such as tests, written assignments, oral presentations, or practical demonstrations of learned skills or techniques. The syllabus describes the value of each course component in calculating the final grade (generally in terms of percentage or point scores), which is expressed as a letter grade (see below). For Clinical Practicum courses, the syllabus includes the evaluation forms which are used by course instructors to evaluate the candidate's clinical skills, including the candidate's performance as a supervisor and interactions with professional colleagues. As described in the "Attendance" section (pg. 17), tardiness and unexcused absences may affect a candidate's final grade.

| LETTER-GRADE EQUIVALENTS |              |
|--------------------------|--------------|
| NUMERICAL GRADE          | LETTER GRADE |
| 90 -- 100                | A            |
| 80 -- 89                 | B            |
| 70 -- 79                 | C            |
| 60 -- 69                 | D            |
| Below 60                 | F (Failure)  |

All academic courses are presented within one seminar weekend (generally a three-day period). Test grades are returned to candidates within two weeks of taking the test. Candidates have a four-week period to turn in written reports and projects for a course, and instructors will grade the written material within two weeks of receiving it. Therefore, candidates can expect to receive a final grade for a seminar course within six weeks. For Clinic Practicum courses, candidates work closely with their instructor(s) and supervisor(s), receiving immediate feedback and advice. Final grades for each Practicum are determined when the required hours are completed and a clinic log is submitted. Candidates can expect a grade for Clinic Practicum courses within four weeks of submitting all required documentation.

When instructors turn in final course grades to the Registrar, the Registrar posts the grades to each candidate's account on AAHW's online school management system. Candidates can monitor individual course grades and track their cumulative grade reports online at any time. Cumulative grade reports are sent to candidates' email address or street address of record at the 6-month, 12-month, and 18-month marker of their enrollment in the program. The final grade report is sent when candidates' capstone projects are graded and all program requirements have been completed. Candidates may request a hard copy of their Grade Reports.

Missed or Failed Courses: Candidates who miss a scheduled seminar course, or who have failed to complete a course to the satisfaction of the instructor, will have to remain in attendance until the course is offered again and complete the missed course at that time. Due to the structure of the DAOM program, which must be entirely completed in a maximum of 40 months, missed courses must be completed within the overall 40-month program limit. If an incomplete grade is not resolved by the maximum-timeframe deadline, the candidate will not graduate.

## ***Graduation Requirements***

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Candidates are awarded the Doctor of Acupuncture and Oriental Medicine degree upon attainment of the following requirements:

1. Completion of all required course work. A minimum of 62 credits and 1,260 clock hours must be completed with a cumulative 2.5 grade point average, and within the maximum timeframe of forty months.
2. Satisfactory completion of the capstone research project (see pg. 15, course 5503 Research Project).
3. Settlement of all financial obligations to AAHW.

### ***Legal holidays -- No classes; offices and clinics closed.***

| 2024        | 2025        |                  |
|-------------|-------------|------------------|
| January 1   | January 1   | New Year's Day   |
| May 27      | May 26      | Memorial Day     |
| July 4      | July 4      | Independence Day |
| September 2 | September 1 | Labor Day        |
| November 28 | November 27 | Thanksgiving Day |
| December 25 | December 25 | Christmas Day    |

### ***Enrollment Period/Registration Structure***

The DAOM program curriculum is represented in terms of a 5-trimester structure. Within that structure, academic courses are offered on a continuous, rotating basis. DAOM candidates may join the program at any time. However, once candidates enter the course rotation cycle, they are expected to attend on a continuous basis until they have completed all the required courses. For administrative purposes, AAHW absorbs DAOM candidates into its existing trimester structure (see trimester dates, below), and registers candidates on a trimester basis once they have entered the program. If a candidate withdraws from the program, tuition refunds will be calculated on the basis of last date of attendance (see "Refund Policy" pg 31 and "Determination of Last Date of Attendance" pg 44). Candidates are expected to complete the entire program in 20 months, and must complete all program requirements in a maximum time frame of forty (40) months.

#### **2024**

Winter Trimester: January 2 to April 15

Summer Trimester: April 29 to August 11

Fall Trimester: September 3 to December 16

#### **2025**

Winter Trimester: January 6 to April 20

Summer Trimester: May 5 to August 17

Fall Trimester: September 2 to December 15

# Admission Procedures

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## Admissions Policy

Applicants to the Doctor of Acupuncture and Oriental Medicine (DAOM) program at American Academy of Health and Wellness must meet the following conditions:

1. Applicants must hold a master's degree or DAC degree from an ACAHM-accredited or pre-accredited program.
2. Applicants who are licensed acupuncturists in the U.S., but do not hold an entry-level degree in an ACAHM accredited program, may be considered for admission by AAHW and accepted under the following circumstances:
  - a.) AAHW can verify that the program completed by the applicant provided the applicant with professional competencies equivalent to an ACAHM-accredited master's level program.
  - b.) AAHW provides the applicant with opportunities to make up for any deficiencies by taking master-program courses that will remediate the deficiencies, or by taking a challenge exam that will demonstrate proficiency in the deficient areas.
  - c.) Prerequisite and co-requisite credits toward degree completion are not counted toward degree-completion credits.
3. Applicants must document the satisfactory completion of a minimum of 45 hours/three semester credits of introductory coursework in fundamentals of Chinese herbal medicine as a pre-requisite or co-requisite to the DAOM program.
4. Prospective students must demonstrate a cumulative grade point average of no less than 2.5 on a 4.0 scale in their previous academic experience.
5. International students must have course work that has been verified by an education evaluation service for equivalency to an ACAHM-accredited/pre-accredited master degree program or professional entry-level doctoral program. (See below, "International Student Applications.")

## Application Procedure

Applicants must comply with the following procedures and must submit:

1. An Application Form with applicant's signature. Download Application Form from page 40 of this catalog or from the website. Mail the completed form to AAHW's street address, or return via email to [Admissions@acupunctureusa.com](mailto:Admissions@acupunctureusa.com). For an electronic application form, visit our website, [www.acupunctureusa.com](http://www.acupunctureusa.com). Click on the Admissions page and scroll down to the "Apply" link.
2. A non-refundable \$100 Application fee (sent with the Application Form).
3. Official transcript of relevant master's or TCM degree(s) earned, sent directly to AAHW Admissions Office from the institution.
4. Two letters of recommendation from non-family members who are in a position to evaluate the applicant's general character, academic abilities, etc., sent directly to the Admissions Office by the writer.
5. A resumé stating your educational background, professional and work experience, research and publications, and any information you would like to share with us.
6. A 500-word essay (on a separate sheet) addressing the following questions: *What personal experiences led you to pursue a doctoral degree in TCM and integrative medicine? Why did you choose to attend AAHW? What effect (if any) do you expect this degree to have on your personal and professional life?*
7. Additional documents are required for international students (see below).

In addition to the documents required for admission, as noted above, a school official will contact applicants for an interview. Applicants to the Academy's DAOM program will be notified by the Admissions Office, in writing, whether their application has been accepted or denied.



## Admission Policy

### International-Student Applications

Students who have completed their education in another country must have their foreign credentials validated by a recognized educational credential evaluation service, such as an agency which is an accredited member of the National Association of Credential Evaluation Services (NACES). A copy of the evaluation must be forwarded directly to AAHW's Admissions Office from the evaluation agency. Received transcripts will then be evaluated on a course-by-course basis.

English is the language of instruction for all classes at AAHW. An applicant whose native language is not English may be admitted to the program if s/he has previously completed one of the following:

1. Four years at a U.S. high school demonstrably delivered in English.
2. At least two years (60 semester credits or 90 quarter credits) undergraduate-level or graduate-level English-language education in an institution which is accredited by an agency recognized by the U.S. Department of Education.
3. At least two years (60 semester credits or 90 quarter credits) undergraduate-level or graduate-level education demonstrably delivered in English.
4. High school or two years (60 semester credits or 90 quarter credits) of English-language undergraduate-level or graduate-level education at 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.*

Non-native speakers who cannot demonstrate a qualifying English-language educational background must have completed one of the following language-competency assessment tools at the required level:

1. Test of English as a Foreign Language Internet-Based test (TOEFL iBT), with a minimum total score of 61. (AAHW TOEFL reporting code: 0104)
2. International English Language Testing System (IELTS) exam, Academic Format, with a minimum overall band score of level 6.
3. Duolingo English Test, with a score of 90.
4. China Standard of English Language (CSE), with a CSE score of 6.
5. Cambridge First Certificate in English (FCE), with a score of C.
6. Cambridge English Advanced (CAE), with a score of C.
7. Common European Framework Reference (CEFR), with a score of B2.
8. Occupational English Test (OET), with a score of 250 or C.
9. Pearson Test of English (PTE), Academic, with a minimum overall score of 45.



## Credit Transfer

AAHW will consider a request to transfer credits into the doctoral program from another, accredited institution at the baccalaureate level or above (also known as granting advanced standing). Transfer students must meet the admissions requirements in effect at the time of their official matriculation. Official transcripts from post-secondary institutions recognized by the U.S. Secretary of Education must be sent directly from the educational institution or evaluating agency to AAHW's Admissions Office. Credits earned at a foreign educational institution must have been validated by a recognized evaluation agency. Candidates who wish to submit transfer credits for consideration must complete a Transfer Credit Assessment Form and submit it along with all required documents to the DAOM Program Assistant as part of the admissions process. Transfer credits will not be considered for courses for which the candidate received a grade lower than "C" or 2.0 grade point.

If course credit was earned more than five years prior to admission to AAHW, candidates will be required to take a determination exam to demonstrate that they have retained course competencies. If course credit was earned within the five years prior to admission to AAHW, but the Program Director is not satisfied that the course work is equivalent to AAHW's requirements, candidates will also be required to take a determination exam. Course work taken at an unaccredited institution will not be considered. AAHW does not grant transfer credits based on vocational or life experience.

Coursework taken at an international institution of higher education will be considered for transfer credits if the institution is approved or accredited by the Department of Education of the country in which the institution is located, and if the transcript has been assessed by a recognized evaluation service.

Transferring credits into the program may reduce the time it takes to complete the program, depending on how many credits are transferred in. However, criteria from the Accreditation Commission for Acupuncture and Herbal Medicine (ACAHM) state that students transferring into an advanced-practice doctoral program may transfer a maximum of 33% of total program credits. Therefore, no more than 20 credits may be transferred into AAHW's 62-credit doctoral program. Transferred courses must be assessed as being equivalent to the relevant AAHW course.

Students will be required to pay transfer-credit fees and determination exam fees at current institutional rates (see "Tuition and Fees", below).

## Special Admissions

### Re-Enrollment of Former AAAOM Students

Re-Enrollment After April 26, 2024: Former AAAOM students must apply to AAHW as new students and will be considered for admission or credit transfer on the same basis as students from any other accredited program, under ACAHM and AAHW standards which are in effect at that time. Current standards:

- DAOM program applicants must complete at least two-thirds (66%) of their total credits in AAHW's curriculum. No more than 33% of total program requirements will be accepted as transfer credits.
- No grade lower than C/2.0 will be accepted for transfer credit.
- If course credit was earned more than five years prior to admission to AAHW, applicants will have to take and pass a determination exam for that course and demonstrate retention of course content and competencies in order to transfer in those credits.

### Non-Matriculated Students:

Under certain circumstances, such as the opportunity to earn CEU or PDA credits, non-matriculated individuals may attend DAOM program courses. To do so, they must meet DAOM admission standards and pre-requisite requirements, or demonstrate sufficient prior education and experience to understand the course content. If there is limited space for attendance, matriculated students have priority.

## Financial Information

### Tuition and Fees\*

|   |             |
|---|-------------|
| Application Fee                                   | \$ 100.00   |
| Registration Fee                                  | \$ 35.00    |
| Late Registration Fee                             | \$ 50.00    |
| Doctoral Program Tuition                          | \$27,500.00 |
| Transfer Credit Fee per Approved Course           | \$ 50.00    |
| Graduation Fee                                    | \$ 100.00   |
| Malpractice Insurance Fee (per trimester)+        | \$ 100.00   |
| Official Transcript Fee                           | \$ 25.00    |
| Copy of Diploma                                   | \$ 25.00    |
| Determination Exam - per transfer credit (pg. 29) | \$ 50.00    |
| Determination Exam Processing Fee – per exam      | \$ 50.00    |
| Charge for Returned Check                         | \$ 35.00    |

*\*All fees are subject to change with sixty (60) days' notice.*

*+Applies if student practices at AAHW clinic and does not carry their own malpractice insurance*

### Payment Options & Available Types of Financial Aid

Candidates may self-pay their tuition and fees, or may apply for financial aid. Candidates are required to pay tuition and fees as applicable. Candidates may purchase textbooks, materials, or other supplies from AAHW, but are not required to do so.

**Self-Pay:** For self-pay students, a payment-plan option is available. Self-pay students are required to pay a \$500 deposit within two weeks of acceptance to the program. Self-pay students may pay their remaining tuition amount of \$27,000 in installments *via* a payment plan. AAHW's standard payment plan consists of eighteen payments of \$1,500 every month for the first 18 months after the first day of the first attended class. Students who wish to set up an alternate payment plan must reach an agreement with the school Business Office. Overdue installment payments are charged interest at the rate of 1% per month. Interest on overdue balances is charged beginning the month after the payment was due and is only applied to the overdue amount.

**Federal Financial Aid** in the form of Title IV unsubsidized loans or Graduate Plus loans is available to qualified students under the William D. Ford Federal Direct Loan Program (DSL Program) regardless of financial need. Dollar amounts available through the DSL programs as well as the interest rate and loan origination fees are determined annually by the U.S. Department of Education and are subject to change. Students on financial aid must maintain satisfactory academic progress to remain eligible. Consult with AAHW's Financial Aid Administrator to discuss application requirements and arrange loan amounts.

**SELF Loans:** The Student Educational Loan Fund (SELF) is administered by the Minnesota Office of Higher Education and is available to Minnesota residents attending any eligible institution, or non-residents in physical attendance at an eligible Minnesota institution. Borrowers make low monthly payments on the interest on SELF loans while in school. Repayment of the principal begins after leaving school, with a number of repayment plans available. The annual SELF loan limit for students in graduate school is \$40,000. Applicants must provide a creditworthy co-signer to qualify for a SELF loan. Visit [www.selfloan.state.mn.us](http://www.selfloan.state.mn.us) for more information.

**VA Educational Benefits** may be available to veterans, veterans' dependents, active-duty service members, and National Guard or Reserves members. AAHW's DAOM program has been approved by the Minnesota State Approving Agency. Qualifying students must present a Certificate of Eligibility to the Financial Aid Office by the first day of class. Minnesota residents may also qualify for additional benefits under the MN GI Bill, which is administered by the Minnesota Department of Veterans Affairs (MDVA).

VA benefits information: <https://www.va.gov/education/about-gi-bill-benefits>

Apply for VA benefits: <https://www.va.gov/education/apply-for-education-benefits/application/>

## Financial Information

MN GI Bill information: <https://mn.gov/mdva/resources/education/educationbenefits/mngibill.jsp>

Apply for MN GI Bill: <https://gibill.mn.gov/Home>

Financial aid recipients are considered to have paid their tuition bill if their pending financial aid disbursement will cover the tuition for the requested enrollment period. Recipients will not be penalized due to delayed disbursement of funds from the agency. If a loan disbursement does not cover the enrollment-period tuition, students will be billed for the balance, which is due upon receipt of the bill.

## Refund Policy

Each candidate who applies to matriculate in the Doctorate of Acupuncture and Oriental Medicine degree program shall be notified of acceptance/rejection in writing. Matriculating candidates must sign a DAOM Program Enrollment Contract.

AAHW's refund policy is not linked to its student-conduct policy: any student who is disciplined or dismissed for conduct issues will still receive any refund(s) to which they are entitled.

Notwithstanding anything to the contrary, if a candidate gives written notice of cancellation within five business days of the date of acceptance, or the date of the execution of the DAOM Program Enrollment Contract (whichever date is later), a complete refund, with the exception of the Application Fee (\$100), will be given regardless of whether or not the program has started. If a candidate gives written notice of cancellation after five business days of the execution of the DAOM Program Enrollment Contract, but before the start of the program, any tuition, fees, or other charges paid will be refunded to the candidate, with the exception of the Application Fee, which will be retained by the school. Written notice of cancellation of the Enrollment Contract shall take place on the date the letter of cancellation is postmarked or, in the case where the notice is hand carried, it shall occur on the date the notice is delivered to the school. Any notice of cancellation shall be acknowledged in writing within 10 days of receipt of such notice, and all refunds shall be forwarded to the candidate within 30 business days of receipt of such notice.

Enrolled candidates who withdraw from the DAOM program at any point after attending at least one seminar weekend may receive a tuition refund, depending on when they withdraw. Candidates may withdraw officially, by giving notice; or will be assumed to have withdrawn unofficially, based on lack of attendance. (*See Attendance Policy, pg 17, for "unofficial withdrawal" criteria.*) Any refund amount due to a withdrawn student shall be forwarded to the candidate within 30 business days of either: receipt of notice of withdrawal; or determination of last date of attendance in the absence of notice of withdrawal.

*See general Refund Schedule, below. Wisconsin residents see Catalog Addendum, page 43.*

## Refund Schedule:

| <b>Cancellation of Enrollment:</b>   |                                       | <b>REFUND</b> |
|--|---------------------------------------|---------------|
| Within 5 days of execution of enrollment contract/acceptance                                   |                                       | 100%          |
| After 5 days of execution of contract/acceptance, and before 1 <sup>st</sup> attendance period |                                       | 100%          |
| <b>Withdrawal from Program:</b>  |                                       |               |
| <u>Months Attended/Percentage of Program</u>   | <u>Percentage of Tuition Refunded</u> |               |
| Month 1 – 2 (10%)  | 90% refund                            |               |
| Month 3 – 4 (20%)  | 80% refund                            |               |
| Month 5 – 6 (30%)  | 70% refund                            |               |
| Month 7 – 8 (40%)  | 60% refund                            |               |
| Month 9 – 10 (50%)   | 50% refund                            |               |
| Month 11 – 12 (60%)  | 40% refund                            |               |
| Month 13 – 20  | No refund                             |               |

**Refund Policy for Wisconsin residents: see pages 43/44**



## ***Student Facilities and Services***

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### **Library**

The Academy's library contains a selection of publications on Traditional Chinese medicine, Western biomedicine and other related topics. The collection includes textbooks, magazines, and professional journals. Access to an extensive collection of Chinese-language texts is available upon request.

### **Student Clinic**

The Academy's Student Clinic provides acupuncture, Chinese herbal medicine, and other TCM treatment modalities to the general public and to AAHW staff and students. Hours and days of operation are subject to change. Master's degree students learn first through clinic observation, and then begin their clinical internship under the supervision of experienced practitioners.

### **Herbal Pharmacy**

The Student Clinic maintains and operates a Chinese herbal pharmacy as a service to patients and for the education of our students, who fill herbal prescriptions during their clinic shifts. The pharmacy stocks most-commonly-used Chinese herbs and patent medicines.

### **Bookstore**

As a service to students, the Academy stocks a selection of acupuncture and Chinese medicine textbooks for sale, in addition to TCM-related supplies.

### **Employment Services**

AAHW does not provide employment services to graduating DAOM candidates. AAHW does not have a work/study program. AAHW may post submitted job opportunities on its website, but does not provide a referral service. Any referrals which may be made by AAHW staff or employees to prospective employers are not based on direct contact with the employer regarding current job openings. AAHW does not guarantee employment based on conferred degrees.

A doctorate degree in acupuncture/Oriental medicine enhances a graduate's knowledge base and career opportunities beyond the entry-level master's degree. AAHW's DAOM curriculum emphasizes cutting-edge trends in acupuncture/OM and the therapeutic potential of integrative medicine.

### **Handbooks**

The Academy issues the following handbooks to candidates: Student Handbook for AAHW Doctoral Candidates; Clinic Handbook for AAHW Doctoral Candidates; OSHA Manual. These handbooks are the candidates' guide to official policies and procedures of the institution. Candidates are expected to be familiar with all of the policies and procedures contained in handbooks which are issued to them.



## DAOM Faculty

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American Academy of Health and Wellness faculty members are experts in their fields, most of whom possess advanced degrees in acupuncture and traditional Chinese medicine, such as TCMD, Ph.D. and post-doctoral credentials. Following are brief descriptions of our distinguished visiting professors:

### **Decheng Chen, Ph.D. (China), M.D. (China), L.Ac. (New York)**

Dr. Decheng Chen holds a Ph.D. degree in acupuncture. He spent 11 years studying acupuncture in China, where he received his Bachelor's, master's and Ph.D. degrees in the field. Before coming to the US, he worked as a professor in the affiliated hospital of the Academy of TCM in Beijing. Dr. Chen has more than 30 years' clinical and teaching experience in China, Russia, Egypt, Dubai, U.A.E. and the United States. He has practiced and taught in New York, New York for the last 20 years. To maintain acupuncture at the cutting edge of musculo-skeletal therapy, Dr. Decheng Chen has developed an integrative technique he calls *jing-jin-zhen-fa*, or motion/tendon acupuncture. Over decades of experimentation and practice, Dr. Chen has combined acupuncture with many of the most effective techniques from sports medicine and other forms of myofascial release to create a powerful, acupuncture-based therapeutic technique. "Motion acupuncture," with its ability to pinpoint its treatment targets, can improve the effectiveness of standard acupuncture significantly. In China, Dr. Chen was mentored by Qiu Maoliang, one of the most influential acupuncture practitioners of the twentieth century.

### **Yemeng Chen, Ph.D. (China), M.D. (China), L.Ac. (New York)**

Dr. Yemeng Chen received his Master's and M.D. degrees in Acupuncture from Shanghai University of Traditional Chinese Medicine, China in 1985, and went on to earn a Ph.D. degree in TCM from Beijing University of Chinese Medicine, China. Dr. Chen has served as President of the New York College of Traditional Chinese Medicine since 2006. Dr. Chen has extensive professional experience in the field of Chinese medicine, including the following positions: President of the National Federation of Chinese TCM Organizations (NFCTCMO); Editor-in-Chief of the *Journal of Complementary Medicine & Alternative Healthcare*; Vice Chair of the World Traditional Medicine Forum; and an Executive Member of the Presidium of the World Federation of Chinese Medicine Societies (WFCMS). He is currently a guest professor at the Shanghai University of Traditional Chinese Medicine and the Institutes of Integrative Medicine of Fudan University in China, and a visiting professor at the Atlantic Institute of Oriental Medicine in Florida, and the International College of Acupuncture & Electro-Therapeutics in New York. Dr. Chen served as Chair of the Accreditation Commission of Acupuncture & Oriental Medicine (ACAOM), Vice-Chair of New York State Acupuncture Board, and Editor-in-Chief of *American Journal of Traditional Chinese Medicine*.

Dr. Yemeng Chen has practiced acupuncture and Chinese medicine for more than 35 years, with a focus on neurological and mental-emotional disorders, as well as addressing women's health and supportive care for cancer patients. He has published more than 50 research papers in various medical journals in different countries, two of which were cited in *Current Bibliographies in Medicine: Acupuncture (1970 -1997)* by the National Library of Medicine. He has authored three books on acupuncture and Chinese medicine including *The Effectiveness of Acupuncture Treatment on Various Diseases* (1990) and *Guide of Consulting Acupuncture* (1994), and has co-authored another 18 books and numerous published academic papers. In 1992 he participated in writing two large-scale reference works: *New Edition of Chinese Acupuncture & Moxibustion*; and *Complete Works of Chinese Acupuncture & Moxibustion*. Co-authored books include *Diversification of Acupuncture Practice in the U.S* (2016), *A Hundred Years Experiences Collection of Fang's Acupuncture* (2017), and *Nutrition & Integrative Medicine: A Primer for Clinicians* (2018). Dr. Chen served as a peer reviewer for the World Health Organization ICD-11 TM Code and International Standard Terminology of Traditional Chinese Medicine.



## **DAOM Faculty**

### **Michael Chung, Ph.D. (China), M.D. (China), L.Ac. (Canada)**

Micahel Chung earned a baccalaureate degree in Pharmacy from Taipei Medical University in Taiwan, and went on to obtain his master's and Ph.D. degrees in Traditional Chinese Medicine from Tianjin TCM University in China. He studied with Dr. Wei-Chieh Young, world renowned master of acupuncture and TCM, as Dr. Young's hand-picked disciple for more than 30 years, absorbing and developing a unique style of acupuncture called Tung's Extraordinary Acupuncture System (TEAS). Over the last 25+ years, Dr. Chung has not only used TEAS to great effect when treating patients, but has also taught TEAS in countries all over the world, including Taiwan, Malaysia, the U.S., the U.K., Germany and Canada.

Dr. Chung has been teaching and practicing TCM in Canada and the US since 1995, and is passionate about advancing the professional education and practice of TCM in Canada. He founded the Canadian arm of the Tzu Chi International Medical Association (TIMA) in Toronto in 2012, and has acted as its Medical Director since 2018. In 2001, he was appointed the Chief Examiner and Academic Consultant of the College of TCM Practitioners and Acupuncturists (CTCMA) in British Columbia, and has played a significant role in establishing the TCM Licensing Examinations and the Mandatory Safety Courses for Herbology practice, as well as the development of the Core Competencies for TCM Practice in Canada.

### **Daniel Jiao, MD (China), DAOM, L.Ac. (California)**

Dr. Jiao graduated from Beijing University of Chinese Medicine in China, and holds a Doctorate in Acupuncture and Oriental Medicine from the American College of Traditional Chinese Medicine in San Francisco, CA. Dr. Jiao served on the Board of Directors of the National Commission for the Certification of Acupuncture and Oriental Medicine (NCCAOM) as Board Chairman (3 years), and Commissioner (9 years), and was a consultant for the California State Acupuncture Board. He also served as chief instructor of Oriental Medicine in the Medical Acupuncture Program at Stanford University, and taught in the Department of Health Sciences at California State University, Long Beach. Presently, Dr. Jiao works at several acupuncture clinics in the Bay Area for the Sutter Health network.

### **Ming Jin, Ph.D. (China), M.D. (China), L.Ac. (New York)**

Dr. Ming Jin received eleven years of training in Chinese and Western medicine at Shanghai University of Chinese Medicine, one of China's top medical schools, and completed his medical residency at Shanghai Wusong Hospital. She returned to Shanghai University of TCM for graduate and post-graduate studies in TCM cardiology and TCM gynecology, becoming one of the first women in China to receive a Ph.D. degree in traditional Chinese Medicine gynecology. Dr. Jin has been devoted to individualized patient care for more than 30 years, establishing the Ming Qi Natural Healthcare Center in 1991 to address the need for personalized patient care. In addition to her successful private practice, Dr. Jin works at the Memorial Sloan Kettering Center's Integrative Medicine Department as an acupuncturist, and is a co- investigator for the National Institutes of Health's clinical research on acupuncture treatment for cancer patients with chronic fatigue, hot flashes, chest pain, and pain management.

### **Sanhua Leng , Ph.D. (USA), M.D. (China), L.Ac. (New York)**

Dr. Sanhua Leng received his master's degree in Chinese Medicine from Tongji Medical College, China, and earned a Ph.D. degree in Physical Therapy from Dominican College, New York, NY. Dr. Leng's book, *Meridian and Counter Stimulation Therapy for Pain Syndrome* was published in 2017, and he maintains an active lecture schedule at international universities, colleges, and acupuncture associations, educating licensed acupuncturists in the US and China.

Dr. Leng's clinical practice and critical thinking as an acupuncturist and physical therapist have led him to apply the philosophical theories of acupuncture to evidence- and science-based acupuncture. His theories, concepts, techniques, and publications have gained international recognition. Currently he is the Associate Chairman of the China-US Institute for Acupuncture and Rehabilitation, Distinguished Professor of Hubei Chinese Medicine Hospital, President of Talented Hands Physical Therapy & Acupuncture in New York city, and board member of the American TCM Society.

## **DAOM Faculty**

### **Yubin Lu, Ph.D. (China), M.D. (China), L.Ac. (Minnesota)**

Dr. Yubin Lu received his medical training at the Shandong University of Traditional Chinese Medicine, as well as his Ph.D. and master's degrees in medicine. He has served as an associate professor in the Department of Chinese Medicine at Shandong University of Traditional Chinese Medicine. Dr. Lu's academic specialties include Chinese medicine theory, Chinese herbal medicine, classical Chinese medicine texts, and pulse diagnosis. In Addition to being a gifted instructor, Dr. Lu pursues research on an ongoing basis. His research focus is the application of acupuncture and Chinese medicine to the most commonly-seen health conditions, and he is the author of more than seventy books in this field. Dr. Lu's flair for teaching and comprehensive knowledge of traditional Chinese Medicine attracts many acupuncture and TCM graduate students to his courses and seminars. Dr. Lu served as the Academic Dean for the Master of Science in Acupuncture and Oriental Medicine degree of the American Academy of Acupuncture and Oriental Medicine for fifteen years, and is the principal architect of AAHW's curriculum.

### **Jeffrey Zhonxue Mah, Ph.D. (China), M.D. (China), L.Ac. (California)**

Dr. Jeffrey Zhonxue Mah obtained his master's degree from Henan University of Traditional Chinese Medicine, and his Ph.D. degree from Beijing University of Traditional Chinese Medicine. He received his medical training from the medical school of Qinghai University. Dr. Mah is the founder of Xin Jing Fang Xue Pai (Scholars' Group on New Classical Prescriptions). Dr. Mah believes that the cannon of classical TCM herbal prescriptions should not be solely limited to prescriptions from the *Shan Han Lun* (*Treatise on Cold Febrile Diseases*) and *Jin Gui Yao Lue* (*Synopsis of the Golden Cabinet*) texts, but should also include herbal prescriptions from the *Wen Bing* (*Warm Febrile Diseases*) and other early classics. Basing his teaching on the four classic texts of TCM classical prescriptions, he has trained more than 300 students in his approach. Dr. Mah authored *The New Classical Prescription System*, which was adopted by the University of Herbal Medicine in California for their doctoral degree program. Dr. Mah specializes in TCM oncology, treating patients with new classical prescriptions. Dr. Mah is the author of *Second Chance: Chinese Medicine Approaches to Cancer*, and the author of a 26-volume series, *The Grand System of World Traditional Medicine*. Dr. Mah has served as president of the American Consotherapy Center since 1996, as President of the University of Herbal Medicine in California since 2011, and is a visiting professor at the Henan University of TCM and the Guangzhou University of TCM in China.

### **Mohammad Hashemipour Moussavi, M.D., Ph.D. (China), L.Ac. (New York)**

Dr. M. Hashemipour Moussavi's medical background includes more than 20 years' training in Western and traditional Chinese medicine in Iran, China, and the U.S. After earning a Western medical doctorate in Iran, Dr. Hashemi continued his studies at the prestigious Beijing University of Chinese medicine, completing a clinical Ph.D. degree in acupuncture and Chinese medicine. Dr. Hashemi also worked as a professor at the Beijing University of Chinese Medicine, where he researched and taught integrative medicine for more than seven years. In addition to his Ph.D. in acupuncture and Chinese medicine, Dr. Hashemi is a TuiNa master, holding an advanced certificate in TuiNa (Chinese bodywork) from Dongzhimen Hospital affiliated to Beijing University of Chinese Medicine. As part of his clinical experience, Dr. Hashemi was selected to work as an integrative medicine doctor in the Olympic village during the 2008 Beijing Olympic Games, applying acupuncture and TuiNa healing modalities for world-class athletes. He also performed similar work during the Asian Games of 2010. These two events refined his experience in TCM-based sports medicine and opened his path to teaching many intensive courses in the field of TuiNa and sports medicine.

In the United States, Dr Hashemipour became academic dean and faculty member at New York College of Health Professions, and has also passed the USMLE step 2 (United States medical licensing exam). He compiled and edited a book in the field of Oriental medicine, *Diagnostics*, which was published by PMPH in 2008, and he is a council member of the specialty committee of Internal Medicine in the World Federation of Chinese Medicine Society (WFCMS). Dr. Hashemipour has a special interest in mind-body disorders and pain management including fibromyalgia disorder, chronic fatigue syndrome, irritable bowel syndrome, anxiety, and musculoskeletal disorders.

## **DAOM Faculty**

### **Hui Ouyang, M.D. (China), DC, L.Ac. (Texas)**

Dr. Hui Ouyang is a Doctor of Oriental Medicine, Licensed Acupuncturist and Doctor of Chiropractic. He earned an M.D. degree from the Anhui College of Traditional Chinese Medicine in Hefei, China, and a Doctor of Chiropractic degree from Texas Chiropractic College in Pasadena, Texas. Dr. Ouyang practices in the Houston area using modalities of Chinese Medicine as well as chiropractic manipulations. He treated members of the Houston Dynamo Team, and his efforts were reported in the *New York Times* as an example of acupuncture treating pain more effectively than drugs. Dr. Ouyang grew up in China in a family of traditional Chinese medicine (TCM) practitioners. After completing his M.D. degree at Anhui College of TCM, Dr. Ouyang worked at Shanghai Longhua Hospital, completing a 6-year residency training in TCM Orthopedics. After moving to the US in 1999, he conducted acupuncture research as a research fellow at the University of Texas Medical Branch at Galveston, and a research scientist at Transneuronix Research Company. His papers on orthopedics and gastroenterology have been published in numerous medical journals. Dr. Ouyang is also an adjunct faculty member at the American College of Acupuncture and Oriental Medicine.

### **Xiaoxiong Shen M.D. (China), Ph.D. (Japan), L.Ac. (California)**

Dr. Xiaoxiong Shen received his M.S. degree in TCM from Nanjing University of Chinese Medicine, China, where he worked as an Associate Professor after completing his degree. He earned a Ph.D. degree in Chinese Medicine from Mie University School of Medicine, Japan, where he was an Assistant Professor, and went on to become a research fellow at Tokyo School of Medicine. Relocating to the United States, Dr. Shen was a post-doctoral fellow at Vanderbilt University School of Medicine in Tennessee, and a science researcher at UCLA-Charles Drew University of Medical Science. Dr. Shen is one of the most highly-educated professionals in the field of Chinese herbal medicine and acupuncture. He is the author of five books and numerous academic papers. He has published approximately 40 peer-reviewed scientific papers in top academic journals in both Western and Oriental Medicine including: *Journal of Molecular Endocrinology*, *American Journal of Physiology*, *American Journal of Obstetrics and Gynecology*, and *The Journal of Traditional Chinese Medicine*. He is often invited to present lectures in Japan, China, Singapore, Canada, Europe, and the United States. His special areas of TCM treatment are internal medicine, infertility, pain management, and allergies.

### **Haihe Tian, Ph.D. (China), M.D. (China), A.P. (Florida)**

Dr. Haihe Tian attended the prestigious Beijing University of Chinese Medicine in China for eleven years, training in both Chinese and Western medicine, and attaining his master's degree, MD degree, and Ph.D. degrees. While there, he was mentored by Dr. Dong Jian-hua and other internationally-known experts in TCM. After completing his medical degree, he taught and practiced traditional Chinese Medicine in the affiliated hospital of Beijing University of TCM. Dr. Tian has been a TCM practitioner and professor in the United States since 1997, serving as academic dean and clinical director at the TCM school in Tampa Bay, FL. In his career, he has treated over 100,000 patients in China and America. He has served as a board member of the American Association of Oriental Medicine (AAOM), and as a committee member of the Council of Colleges of Acupuncture and Oriental Medicine (CCAOM). Dr. Tian has published 40 professional papers and 20 medical books as an author or co-author, and is a book reviewer for *Acupuncture Today*.

### **Guozhi Wan M.D. (China), L.Ac. (California)**

Dr. Guozhi Wan received his M.D. degree from Heilongjiang University of Traditional Chinese Medicine in Harbin, China. He has served as a TCM professor at several schools in the Bay Area since 1998, teaching at the University of East-West Medicine, CA, Whitewater University of California, and California University in Silicon Valley. Dr. Wan has been in private practice in his San Francisco clinic since 1996.



**Zhanxiang Wang M.D. (China), Ph.D. (China), L.Ac. (Illinois)**

Dr. Zhanxiang Wang received his M.D. degree from Beijing University of Chinese Medicine, China, in 1989, and spent seven years working as a physician at XiYuan Hospital, China Academy of Chinese Medicine Sciences in Beijing. In 2001, he earned his Ph.D. degree in TCM from China Academy of Chinese Medicine Sciences. As a physician, Dr Wang worked mainly with patients who had leukemia and immune disorders, and participated in several research projects, some of which were funded by national grants.

As a Resident in XiYuan Hospital's Department of Neurology, Dr. Wang worked directly under the supervision of famous neuro-specialists Dr Zhou Shao hua and Dr Zhang Baoli, and had the opportunity to intensively study Western and TCM neurology and Chinese scalp acupuncture systems (Jiao Style, Fang's Style and Jin's Style). As an acupuncturist, he has successfully incorporated these systems and techniques into his practice, specializing in neurology, orthopedics and traumatology. Dr. Wang is an active member of the acupuncture community. He is a professor and clinician at the National University of Health Sciences in Lombard, Illinois, and is an Assistant Professor and post-doctoral fellow at the Indiana University School of Medicine, Indiana. He offers workshops and training in Chinese scalp Acupuncture, is President of the Asian American Acupuncture Association, has served as an accreditation site visitor, and has co-authored over a dozen peer-reviewed papers.

**Joseph Yang, Ph.D. (Japan), M.D. (China), L.Ac. (California)**

Dr. Joseph Yang earned his degree as a Doctor of Traditional Chinese Medicine from the Heilongjiang University of Traditional Chinese Medicine, with a specialization in diagnosis and pharmacology. He immediately joined the faculty at Heilongjiang University, teaching courses in the fundamental theories of Chinese medicine while serving as attending physician at Heilongjiang University Hospital until 1994. Dr. Yang pursued his postgraduate studies in psychiatry at Kobe University, Japan, where he earned a Ph.D. degree in psychiatry. His research in this field was published in the US Journal of Biological Psychiatry, earning him an invitation to the Shanghai International Medical Conference. From 2001 to 2008, Dr. Yang held the position of Scientist/Laboratory Supervisor at Teco Diagnostics, a Chinese herbal medicine manufacturer, where he was involved in product development and research. He currently maintains a private practice in Santa Monica, California, and has been a faculty member at Emperor's College of Traditional Oriental Medicine in Santa Monica since 2002. Dr. Yang's specialty areas include acupuncture clinical techniques, Oriental medical theory, psychology and psychiatry.

**Guanhu Yang, Ph.D. (Japan), M.D. (China), L.Ac. (Ohio)**

Dr. Guanhu Yang received his medical degrees and training from Zhejiang Traditional Medical College and Nanjing Traditional Chinese Medical University in China. He subsequently worked as an Assistant Professor and Professor at the Medical College of Wenzhou, China. As part of his medical training, Dr. Yang engaged in both high-quality research and clinical-practice work in acupuncture and Chinese herbology. In 1993, Dr. Yang joined the staff of Toyama Medical and Pharmaceutical University of Japan, with a focus on diabetes research. After that, he moved on to the Kanazawa Medical University of Japan and completed his Ph.D. degree in lung injury and repair. During that time, Dr. Yang served as the chief acupuncturist at Fujinoki Hospital and Sakurai Hospital in Japan. Dr. Yang relocated to the U.S. after completing his Ph.D., and continued his research in pulmonary biology at Cincinnati Children's Hospital. In his private practice, Dr. Yang has opened acupuncture clinics in Cincinnati and Mason, Ohio.

**Ji Zhang, Ph.D. (USA), M.D. (China), L.Ac. (California)** Dr. Ji Zhang received his Master's and M.D. degrees in Chinese Medicine from the Research Institute of TCM, Nanjing University of Chinese Medicine, China, subsequently working as an attending doctor, Department of Internal Medicine, at the First Affiliated Hospital, Nanjing University of TCM. Dr. Zhang moved to California in 1993, opening a private practice as an acupuncturist, and working as a clinic supervisor at Samra University of Oriental Medicine, Dongguk-Royal University of Oriental Medicine, and Emperor's College of Traditional Oriental Medicine. In 2007, Dr. Zhang earned his Doctoral degree in Oriental Medicine from South Baylo University, Los Angeles, CA. Dr. Zhang has developed unique therapeutic methods for treating rheumatoid arthritis, ankylosing spondylitis and obstinate facial palsy.

## **DAOM Faculty**

### **Ruan Jin Zhao, Ph.D. (China), M.D. (China), A.P. (Florida)**

Dr. Ruan Jin Zhao attended the Beijing University of Chinese Medicine, one of the most highly regarded medical schools in China. He earned his Master's and M.D. degrees in traditional Chinese medicine there in 1987. In 1990, he completed a Ph.D. degree in Traditional Chinese Medicine and Pharmacology, Cellular Biology, and Immunology from Beijing University of Chinese Medicine, and taught there for a year. Dr. Zhao was mentored by Liu Duzhou, the recognized authority in regard to *Shang Han Lun and Its Applications*. Dr. Zhao moved to Florida in 1992, working as a professor at the Florida Institute of TCM in St. Petersburg, and as a research analyst at the Tampa Bay Research Institute in St. Petersburg. He co-founded East and West College in Sarasota in 1994, and is currently President of the Center for Traditional Chinese Medicine in Sarasota, FL, as well as an affiliated member of the H. Lee Moffitt Cancer Center and Research Institute in Tampa. In his private practice, Dr. Zhao is well known as a top expert in the area of cancer treatment with Chinese medicine.

### **Xiping Zhou, M.D. (China), L.Ac. (Wisconsin)**

Dr. Xiping Zhou received his bachelor's degree, master's degree, and M.D. degree in acupuncture from HeiLongJiang University of Traditional Chinese Medicine in Harbin, China. Dr. Zhou brings more than 25 years of experience to his practice, and has helped thousands of people worldwide through his comprehensive healing program which incorporates acupuncture, Chinese herbal medicine, and therapeutic Chinese massage. He has developed a strong expertise in treating sports injuries, chronic pain, infertility, and post-stroke patients. Dr. Zhou's accomplishments have been recognized in many local and national media. He was featured in the *Isthmus* in 1999 and in the *Wisconsin State Journal* in 2004. He is the founder and President of East-West Healing Arts Institute in Madison and Milwaukee, Wisconsin, and President of the American Academy of Health and Wellness in Roseville, Minnesota.

### **Zhenyu Zhou, Ph.D. (Japan), M.D. (China), L.Ac. (New York)**

Dr. Zhenyu Zhou received his master's and M.D. degrees from Shanghai University of Traditional Chinese Medicine, China, subsequently working as an instructor at Shanghai University of TCM and as a resident physician at its affiliated Zhongshan Hospital. In 2000, Dr. Zhou achieved a Ph.D. degree in Molecular Neurobiology from Kanazawa University, School of Medicine, Japan, where he also served as a physician assistant, gaining additional experience in acupuncture, orthopedic surgery and neurology. Moving to Texas in 2001, he pursued postdoctoral research in neuroscience at the University of Texas-Houston Medical School. Dr. Zhou has worked in the field of cell biology, neurobiology, and psychiatry at New York Medical College, the University of Pittsburgh, Columbia University, and Weill Cornell Medical College. His research interest is in synaptic mechanisms, therapeutic solutions for neurologic diseases, pain, memory, and learning.

Throughout his career, Dr. Zhou has written prolifically and built a strong record of publishing in peer-reviewed journals, among them *Neuron*, the *Journal of Neuroscience*, the *Journal of Neurophysiology*, and the *Proceedings of the National Academy of Sciences*. His work has been well-received at international conferences of his peers.

### **Yanzhong Zhu, DAOM (USA), M.D. (China), L.Ac. (California)**

Dr. Yanzhong Zhu received his M.D. degree from Beijing University of Traditional Chinese Medicine, and worked as an attending physician for nine years in the First Attachment Hospital of the Beijing University of TCM, where he specialized in urology and men's diseases. In the United States, Dr. Zhu taught at the American College of TCM in San Francisco, the Texas College of TCM in Austin, TX, and Five Branches University, Santa Cruz, CA, where he earned his Doctorate degree in Acupuncture and Oriental Medicine in 2012. Dr. Zhu is currently a resident professor at Five Branches University, and is the owner of Heaven Man Integrated Healthcare, with clinic locations in San Jose and Santa Cruz, CA.



# Governance and Administration

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## Board of Directors

Xiping Zhou M.D. (China), L.Ac.; Liping Mu, MS

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# American Academy of Health and Wellness

## Application for Admission

1.Name: \_\_\_\_\_ Gender: ☐ Male ☐ Female ☐ Other

Last

First

Middle

2.Address: \_\_\_\_\_

Phone: \_\_\_\_\_ (H/C) (W) Email Address: \_\_\_\_\_

3.Date of birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Place of birth: \_\_\_\_\_

4.Country of Citizenship: \_\_\_\_\_ 5. Social Security Number: \_\_\_\_\_

6. Ethnicity: ☐ White, non-Hispanic ☐ Asian / Pacific Islander ☐ Hispanic  
☐ American Indian /Alaska Native ☐ Black, non-Hispanic ☐ Ethnicity not reported

7. Please indicate your choice:

Beginning Year: \_\_\_\_\_

Beginning Trimester ☐ Winter ☐ Summer ☐ Autumn

8.List all the master's degree program in TCM, or other TCM-related degree program(s), which fulfill AAHW's application requirement for the DAOM program.

| Institution | Date attended | Degree and Date |
|-------------|---------------|-----------------|
|             |               |                 |
|             |               |                 |
|             |               |                 |

9. List honors,prizes or scholarships previously awarded to you on the basis of academic achievement. Also list special skills,licenses and accomplishments.

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10. List Publications(articles,books, and research papers).

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11. Employment History. List in chronological order the jobs you have held in the past 5 years.

| Employer Name | Position and Type of Employment | Dates |
|---------------|---------------------------------|-------|
|               |                                 |       |
|               |                                 |       |
|               |                                 |       |

12. What is your current occupation? \_\_\_\_\_

13. Have you ever had a credential or license denied, revoked or suspended? ☐ Yes ☐ No

If yes, please explain:

14. Have you ever been convicted of a felony? ☐ Yes ☐ No

If yes, please explain:

15. Letters of recommendation. Please list the names and addresses of two persons (non-family members) you are asking to send letters of recommendation. These letters should be sent directly to AAHW.

16. Personal statement. Please submit a 500-word essay (on a separate sheet) addressing the following:  
*What personal experiences led you to pursue a doctoral degree in TCM and integrative medicine? Why did you choose to attend AAHW? What effect (if any) do you expect this degree to have on your personal and professional life?*

17. List your hobbies and other interests. \_\_\_\_\_

18. How were you referred to AAHW? \_\_\_\_\_

The following materials must be submitted to AAHW with this application.

A. Completed Application for Admission Form.

B. A personal statement as described above (#16).

C. Application fee of \$100.00. Non-refundable.

D. Official transcript of relevant master's degree(s) earned (sent directly to AAHW Admissions Office from the institutions).

E. Two letters of recommendation (sent directly to AAHW Admissions Office by the writers).

F. Transcripts from foreign institutions must be evaluated by an NACES member before submission. You must submit the results of a recognized English-language assessment test if you have not completed educational training in English as detailed in "International Student Application" on page 28 of the DAOM catalog.

I hereby certify that the information given by me in this application is true and correct.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## CODE OF ETHICS

As an NCCAOM® Certified Diplomate,  
I hereby pledge my aspiration and on-going  
commitment to the following principles to  
maintain the highest level of competency  
and ethical standards of my profession:

- *Respect the rights, privacy and dignity of my patients by maintaining confidentiality and professional boundaries at all times.*
- *Respect my colleagues, employees, students and mentees by maintaining appropriate boundaries.*
- *Treat within my lawful scope of my practice and training and only if I am able to safely, competently and effectively do so.*
- *Assist those seeking my services in a fair, nondiscriminatory and unbiased manner.*
- *Allow my patients to fully participate in decisions related to their healthcare by documenting and keeping them informed of my treatments and outcomes.*
- *Render the highest quality of care and make timely referrals to other health care professionals as may be appropriate.*
- *Continue to advance my knowledge through education, training and collaboration with my colleagues.*
- *Participate in activities that contribute to the betterment and wellness of my community.*
- *Support in the care and access of my medicine to underserved populations.*
- *Promote my profession's access to all people and its growth in the broad spectrum of health care.*





# Wisconsin Residents:

## BUYER'S RIGHT TO CANCEL / REFUND POLICY

### **DAOM Program:**

Each individual who applies to the American Academy of Health and Wellness for acceptance to the Doctor of Acupuncture and Oriental Medicine degree program (DAOM) shall be notified of acceptance or rejection in writing. Each matriculating student must sign a Student Enrollment Contract.

### **Cancellation:**

If a doctoral candidate cancels **within three business days\* of either receiving written notice of acceptance by AAHW or signing the Student Enrollment Contract** (whichever occurred last) a complete refund of all monies paid will be issued to the student within 10 business days of cancellation, regardless of whether or not classes have started. Notice of cancellation should be directed to the school Admissions Officer, and may be made in-person, via email, or by written document.

*(\* A "business day" ends at midnight of that day, and does not include Saturdays, Sundays, or legal holidays.)*

An enrolled student will also be given a full refund under the following circumstances:

1. The student does not qualify for admission to the program and AAHW did not secure a disclaimer under Wisconsin statute SPS 409.04;
2. Enrollment was procured as the result of any misrepresentation in the written materials used by AAHW or in oral representations made by or on behalf of AAHW.

### **Withdrawal:**

Withdrawal is defined as ceasing to attend all courses and related activities pertaining to the DAOM program. A candidate who withdraws or is dismissed after attending at least one seminar weekend, but before completing 60% of the program, is entitled to a pro-rata tuition refund based on the completed months of instruction as of the student's last date of attendance. The pro-rata refund is based on months in attendance, out of the standard program length of 20 months.

| <u>Months Attended/Percentage of Program</u> | <u>Percentage of Tuition Refunded</u> |
|--|---------------------------------------|
| Month 1 – 2 (10%)                            | 90% refund                            |
| Month 3 – 4 (20%)                            | 80% refund                            |
| Month 5 – 6 (30%)                            | 70% refund                            |
| Month 7 – 8 (40%)                            | 60% refund                            |
| Month 9 – 10 (50%)                           | 50% refund                            |
| Month 11 – 12 (60%)                          | 40% refund                            |
| Month 13 – 20                                | No refund                             |

AAHW will retain the student's Application Fee (\$100). If a student has pre-paid for any books, supplies or other charges, AAHW will make every effort to refund those payments. If a student wishes to return any books or supplies, which are already in his/her/their possession for a refund, the items must be returned in their original condition. If a refund is due, it will be mailed to the student's last known address within 40 days of the student's last date of attendance. If a student withdraws after completing 60% of instruction, and withdrawal is due to mitigating circumstances beyond the student's control, AAHW may refund a commensurate pro-rata amount.

This refund policy is not linked to any student conduct policy.





### **Determination of Withdrawal Status and Last Date of Attendance:**

AAHW distinguishes between official or voluntary withdrawals from the program, and unofficial or involuntary withdrawals from the program (also known as “constructive” withdrawals). Students may officially withdraw from the program by notifying a school administrator in person, by filling out and submitting a Withdrawal form, or via an email communication. Generally, the date designated by the student as his/her/their withdrawal date is accepted by AAHW as the student’s last date of attendance. Dropping individual classes does not qualify as “withdrawal” unless all classes that a student has registered for are dropped.

However, students are not required to provide notice of withdrawal to qualify for a refund. A student who does not attend two consecutive seminar weekends, or two consecutive scheduled clinical practice sessions, or two consecutive scheduled meetings with an instructor or faculty advisor, and who does not notify school administration of the reason for absence or apply for an official Leave of Absence, will be classified as an unofficial/constructive withdrawal. Students who do not return from an approved LOA by their stated return date without contacting the school are also considered to be constructive withdrawals. For students whose withdrawal status is determined by failure to attend any of the school functions as stated above, the school Registrar will determine last date of attendance by contacting the instructors or supervisors with whom the student was scheduled to work. In the case of non-returning LOA students, their last date of attendance prior to the inception of the LOA is taken as the official last date of attendance.

Whether a student has provided notice of withdrawal or not, the amount of any refund which may be due to the student is determined by the student’s last date of attendance in relation to the refund schedule, above.

If a student’s tuition has been paid *via* Title IV funds or other financial aid, the Financial Aid Administrator will determine the loan portion, which must be returned directly to the loan originator (if any), and the loan portion, which must be disbursed to the student (if any), in compliance with federal or state regulations. The Financial Aid Administrator will report the student’s last date of attendance to the loan originator/sponsor, which establishes both the amount of loan funds, which the school must return to the loan originator, and the beginning of the student’s grace period in relation to the student’s repayment of loan funds to the loan originator.