



American Academy of Health and Wellness

Master's Catalog

1/01/2022 - 12/31/2023

2233 Hamline Ave. N, Suite 432
Roseville, MN 55113

Tel: (651) 493-3622

Website: www.acupunctureschoolusa.com
Email: contact@acupunctureschoolusa.com

Dear Prospective Students:

We at the American Academy of Health and Wellness (AAHW) would like to extend a



warm welcome to interested students from across the country. Participating in our program will offer you new challenges and rich rewards. The ancient Chinese arts of healing are finding new life in the 21st century, and you have the opportunity to be pioneers in this cross-cultural adventure.

At AAHW we believe that traditional Chinese medicine offers a perfect blend of medical science, life philosophy and healing art. Our goal is to train health care professionals who will be highly competent, highly skilled and dedicated to the practice of traditional Chinese medicine. Graduates of our program acquire a comprehensive theoretical knowledge of traditional Chinese medicine, as well as the practical and technical skills needed to effectively treat patients. Students gain expertise in various modalities of Chinese medicine, including acupuncture, herbal medicine, dietary therapy and Tai Chi/Qi Gong. At the same time, our students receive a thorough grounding in fundamental concepts of Western science and biomedicine, emphasizing the integration of Western medicine with traditional healing practices.

Thank you for your interest in the American Academy of Health and Wellness. I am always available to discuss our program with prospective students and look forward to hearing from you.

Xiping Zhou MD (China), LAc

President, AAHW



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AAHW is a truly unique institution...

Some of our outstanding features include:

Faculty. Our faculty members constitute one of our strongest distinctions. AAHW's professors include expert scholar-physicians from China who have made significant contributions to the field of traditional Chinese medicine. They are also active practitioners of Chinese medicine, who offer decades of clinical experience for students to draw on. Our faculty also includes highly-skilled US-trained TCM instructors and Western bio-medicine instructors. The Academy's faculty members, with their strong theoretical background, clinical experience, and technical skills, represent a uniquely diversified body of knowledge and expertise.

Student Body. Our programs attract intelligent, accomplished students who represent a diverse group of cultures, ages, interests, and a wide variety of academic and career experiences. Many of our students come to us from other areas of the health care field, such as nursing, body work or health care administration. Many come from unrelated fields and are simply drawn by a passion for Chinese medicine. Exchanges among students contribute to a wider learning process outside the context of formal study. Students quickly form close bonds and develop collegial relationships with faculty and fellow students alike.

Student Clinic. From their first year of study, students participate in clinical observation at our on-campus clinic. Advanced techniques in acupuncture and herbal medicine are modeled by expert faculty members and supervisors, who carefully discuss each patient's case with observing students. Student interns treat their own patients under faculty supervision, gaining confidence and proven experience diagnosing and treating a wide variety of conditions. AAHW is proud to offer afford-

able acupuncture and herbal medicine services to the Twin Cities community.

Curriculum. Theory, technique, real-life applications and clinical experience are deftly interwoven in AAHW's comprehensive curriculum. Students find the program to be both intellectually stimulating and practically sound. As part of our four-year curriculum, we offer specialized courses in the TCM approach to gynecology, geriatrics, dermatology, psychology, neurology, and musculo-skeletal disorders. Vital course work in practice management, ethics and legal issues, medical referrals, and the health care system prepare graduates to enter the professional world.

Introduction

The American Academy of Health and Wellness (the Academy) offers two Master's degree programs in traditional Chinese medicine (TCM). The three-year Master of Acupuncture degree offers students the option of entering their desired field of practice in a shorter period of time. The four-year Master of Acupuncture with Chinese Herbal Medicine Specialization emphasizes both acupuncture and Chinese herbology, providing students with enhanced treatment skills. AAHW's herbal medicine curriculum enables AAHW graduates to successfully address a wide variety of health conditions in the following areas of traditional Chinese medicine: gynecology, internal medicine, geriatrics, pediatrics, dermatology, neurological disorders, and musculoskeletal disorders.

Academy faculty members are highly-trained professionals in their fields of expertise, and embody a comprehensive range of experience in academic knowledge, clinical practice and technical skill.

Statement of Purpose

The American Academy of Health and Wellness educates and prepares students to become licensed practitioners of acupuncture and traditional Chinese medicine (TCM), to advance the profession through lifelong learning and professional development, and to actively support the integration of TCM with the wider U.S. health care system.

Educational Objectives

The educational objectives of the American Academy of Health and Wellness are listed below. To achieve these objectives graduates will:

1. Demonstrate a solid understanding of the theories and philosophy of traditional Chinese medicine.
2. Be competent in skills of patient assessment, clinical diagnosis, and the development of treatment plans.
3. Be able to effectively administer various modalities in traditional Chinese medicine.
4. Demonstrate sufficient understanding of Western medical science to complement TCM medical diagnosis and to enable informed and responsible referrals.
5. Display a sound understanding of professional ethics.
6. Be competent in the application of professional practice standards in order to communicate and interact appropriately with peers and patients.
7. Be prepared to enter all available TCM professional practice opportunities including those in private practice, integrated clinics, hospitals, community health centers and teaching.



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.

School History

The Academy's founders were strongly motivated to bring the benefits of traditional Chinese medicine to the Twin Cities community. The Academy's curriculum was designed to conform to the standards of education offered by Chinese universities of TCM, and 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 AAAOM's three outstanding graduate-level programs: Master of Acupuncture; Master of Acupuncture with Chinese Herbal Medicine Specialization; and Doctorate of Acupuncture and Oriental Medicine. As the successor institution to AAAOM, AAHW continues the exemplary tradition of education in acupuncture and Asian health studies.

Institutional Self-Evaluation

The Academy employs feedback from students, staff, faculty members and alumni to assess student satisfaction, faculty performance, curriculum relevance, and recommendations for improvement. At the end of each enrollment period, students submit anonymous evaluations of each course they have attended. Summaries of student feedback are reviewed by administration and distributed to faculty members. Faculty meetings and administrative-staff meetings are conducted on a regular basis, and members of the Academic Committee meet periodically to consider improvements and/or changes to school programs. The Academy monitors graduates' performance on the national board test in acupuncture/Oriental Medicine (NCCAOM) to ensure that students are graduating with the knowledge and skills they need to achieve professional success. The year-long self-study process which precedes a site visit from our accreditation body (ACAHEM) entails a rigorous examination of all aspects of the Academy's programs and administration, and a systematic survey of all communities of interest.

National Accreditation

The American Academy of Health and Wellness (AAHW), formerly known as “American Academy of Acupuncture and Oriental Medicine” or “AAAOM”, 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 Chinese herbal medicine specialization [*currently named Master of Science in Acupuncture and Oriental Medicine*]
- (3) Doctorate of Acupuncture and Oriental Medicine

Accreditation status and notes may be viewed on the ACAHM Directory. The ACAHM Directory website posts institutional and program accreditation status, history, notes, and dates of review for all acupuncture schools, including AAHW: <http://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 does not accredit any programs at the undergraduate/bachelor level. ACAHM is located at 8941 Aztec Drive, Eden Prairie, Minnesota 55347; telephone 952/212-2434; Web site: www.ACAHM.org

AAHW posts information regarding its current accreditation status on its website at: www.acupunctureschoolusa.com.

Registration and Approval

The American Academy of Health and Wellness is registered as a private institution with the Minnesota Office of Higher Education pursuant to Minnesota Statutes 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 License & Requirements for Practice

Minnesota requires that license applicants pass the National Certification Commission for Acupuncture and Oriental Medicine (NCCAOM) acupuncture examination in order to practice in the state. The Minnesota Board of Medical Practice is the licensing agency for practicing acupuncture in Minnesota. Graduates from the Master of Acupuncture (MAc) and Master of Acupuncture with Chinese Herbal Medicine Specialization (MACHMS) degree programs at the American Academy of Health and Wellness are qualified to take the NCCAOM exams. The Academy prepares its students for national certification by the NCCAOM.

Please note: An electronic version of the Academy’s catalog is available online at 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.



Traditional Chinese Medicine: Ancient Wisdom Plus Scientific Evidence

Traditional Chinese medicine is an aggregate of healing modalities, including acupuncture, Chinese herbal therapy, Tui Na, dietary therapy, T'ai Chi and Qigong. The ultimate origins of traditional Chinese medicine are based in Taoist philosophy, and rest on several thousand years of observation, clinical experience, and scholarly research. The treatment methods and herbal formulas are empirically proven and have been refined over the centuries by many schools and many healing masters. It is a very stable and comprehensive system, yet it is also open-ended, able to incorporate any successful new methods. Chinese researchers have been applying scientific methodology to aspects of Chinese medicine for decades; Western scientists have jumped on the bandwagon more recently as interest in Oriental medicine has grown. The National Institutes of Health have classified traditional Chinese medicine as a "complete medical system." Scientific studies, both in China and in the West, have tended to substantiate the efficacy of Chinese medicine techniques and herbal therapies.

Traditional Chinese medicine is highly respected worldwide for effectively treating both common ailments and difficult health conditions. Millions of people throughout China's long history have maintained their wellness with Chinese medicine, used either as primary or complementary care.

Ancient Wisdom

Traditional Chinese medicine is more preventive in nature than conventional medicine. It believes that waiting to treat a patient until symptoms are full-blown is similar to digging a well after one has become thirsty. In ancient China, physicians were paid if they kept their clients well, not once their patients became ill. The relationship between physicians and patients was very close.

Traditional Chinese medicine is holistic. The modalities of treatment (acupuncture, Chinese herbal therapy, Tui Na), diet (nutrition and dietary therapy), and exercise (T'ai Chi and Qigong) are aimed at resolving the underlying causes of illness, rather than simply addressing the presenting symptoms. Body, mind and spirit are considered to have a reciprocal relationship and are given equal weight when a Chinese medicine practitioner analyzes the causes of an imbalance.

From the very beginning, traditional Chinese medicine paid close attention to the emotional roots of illness, focusing especially on fear, anger, sadness, grief and worry. China's first book of medicine, *Yellow Emperor's Classic of Internal Medicine*, which was written more than 2,000 years ago, explains how these emotional factors attack different organ systems in the human body, causing a variety of health problems.

In addition to the emotions, climatic and environmental factors such as cold, heat, or dampness may cause specific illnesses. We are all familiar with people whose joint pains can predict weather changes. These profound, yet common-sense interconnections between the external and internal environments are at the core of traditional Chinese medicine's diagnosis and treatment principles.

Traditional Chinese medicine has a more comprehensive way of treating diseases than Western medicine. For instance, when a patient gets frequent infections, traditional Chinese medicine believes that just killing the bacteria is insufficient. It is more important to strive to enhance the

patient's immune system, thereby preventing future infections as well. Treatment for this kind of condition could include acupuncture, Chinese herbal therapy and Tui Na.

Because of its emphasis on preventive treatment, traditional Chinese medicine has an advantage in treating chronic health conditions such as asthma, headaches, depression, fatigue, allergies, immune deficiency disorders, joint and muscle pain, and gynecological disorders.

Modern Evidence

Every type of health problem has been treated successfully for thousands of years in China. Yet people always wonder: "Is there any scientific evidence?" Modern scientific research has found that:

- * Acupuncture points contain dramatically decreased electrical resistance, as compared with the surrounding skin.
- * Acupuncture releases neurotransmitters such as endorphins, serotonin and norepinephrine.
- * Acupuncture stimulates the nervous system to release adrenocorticotrophic hormones.
- * Acupuncture promotes vasodilatation and increases blood flow.
- * Acupuncture connects acupoints with corresponding brain structures, observed by functional magnetic resonance imaging (fMRI).

This may explain why acupuncture relieves pain, fights inflammation, helps wounds heal faster, and treats stroke and many other conditions. Scientific evidence has already convinced the FDA to upgrade acupuncture needles from "for investigational use only" to "safe and effective."

Many Chinese herbs, such as ginseng and ginkgo, have received extensive study. There are thousands of scientific papers available in English about these and other herbs' ability to treat health conditions and maintains wellness.

Chinese dietary therapy has gained respectful attention in the United States. Many of the phytochemicals (plant-based chemicals) that are prevalent in Chinese cuisine have been scientifically proven to be beneficial for numerous health conditions, such as the phytoestrogen in soy products being therapeutic for menopause and cancer.

Studies done at the Medical School of Washington University and the Health Center of Emory University show that practicing Tai Chi is an excellent way to improve endurance, balance and flexibility at any age



Acupuncture and Oriental Medicine in the United States

History doubles back on itself. Before modern Western medicine was developed, people relied on natural products and methods to heal themselves. Many of these natural remedies were and are very effective, but they cannot deal with all of the suffering that both nature and industrialization bring to human beings. Because antibiotics, surgical intervention, and other wonders of modern medicine can be so dramatically effective, they have swept the world in the last hundred years, with the result that older forms of medicine have often been displaced or discredited. But it is true that, just as modern medicine demonstrated the limitations of natural medicine, so we are now beginning to recognize the limitations of Western medicine. The “magic bullets” of antibiotics or steroids, for example, have turned out to be a mixed blessing, with many side effects and unforeseen complications. Medical specialties have such a tight focus on a particular organ or disease that the patient often feels that he is just a “heart” or a “cancer” to his doctor, and that his emotional and spiritual needs are not even recognized, much less addressed. More and more people are once again looking to older, more integrated forms of medicine to address the perceived body-mind-spirit connection that has been subordinated to modern technology. The new significant development in health care in the past few years has been the increasing acceptance of complementary medicines by the public. Chinese medicine, possibly because the acupuncture needles offer such striking visual images, has become almost the poster child of complementary medicines, featured in many cover-page magazine stories. Today, TCM – a medical system that has been in continuous use for the last 4,000 years – is steadily gaining popularity in the United States and around the world.



Acupuncture and Oriental Medicine Utilization

The extent to which acupuncture and Oriental medicine are being utilized by people in the United States was revealed by two landmark reports published by Harvard Medical School professor Dr. David Eisenberg. The first report was published in the *New England Journal of Medicine* in 1993, based on a study conducted in 1990. Dr. Eisenberg reported that one third of Americans had received complementary and alternative medicine interventions. Most of these people were in the 25-to-49 age group, were significantly more likely to be Caucasian than any other racial group, were significantly more likely to have a college education, and to have an income of \$35,000 or more per annum. This national survey reported that Americans made more visits to complementary health care practitioners, including acupuncturists, than to MDs! A study conducted in 1994 showed that over 69% of physicians recommended

Acupuncture and Oriental Medicine in the United States

complementary/alternative therapies to their patients at least once in the previous year, and 23% of the physicians had used complementary therapies themselves. A follow-up national survey by Dr. Eisenberg on trends in alternative medicine use was published in the *Journal of the American Medical Association* (JAMA) in 1998. This article reported a 47.3% increase in total visits to alternative medicine practitioners over seven years - from 427 million in 1990, to 629 million in 1997 - thereby exceeding total visits to all US primary care physicians. This trend has expanded dramatically in the 20-plus years since Dr. Eisenberg's original report.

Studies show that acupuncture is the first choice of US medical practitioners who refer patients to a complementary medicine provider. An article appearing in the March 5, 2002 issue of *Annals of Internal Medicine* (the official publication of the American College of Physicians and the third largest medical journal in the United States) stated that acupuncture holds the most credibility in the medical community amongst all the complementary medical systems.

In an article in *Annals of Internal Medicine*, July, 1997, "Advising Patients Who Seek Alternative Medical Therapies," Dr. David Eisenberg cited five principal reasons individuals seek complementary treatment including acupuncture: 1. Health promotion and disease prevention. 2. Conventional therapies have been exhausted. 3. Conventional therapies are of indeterminate effectiveness or are commonly associated with side effects or significant risk. 4. No conventional therapy is known to relieve the patient's condition. 5. The conventional approach is perceived to be emotionally or spiritually without benefit.

An article which appeared in the May, 1998 issue of the *Journal of the American Medical Association* by John A. Astin, Ph.D. reported the results of a statistically representative survey of Americans about their use of acupuncture, homeopathy, herbal therapies, chiropractic, massage, exercise, vitamin therapy, spiritual healing, life-style diet, relaxation, folk remedies, and others. This survey indicates that patients suffering from chronic pain, anxiety, chronic fatigue, sprains/strains, addictions, arthritis and headaches - which account for 75% of all visits to a physician - have a low success rate with conventional medical treatment. Traditional Chinese medicine, including acupuncture, has a well-documented history of success in treating medical conditions such as chronic pain, anxiety, chronic fatigue, sprains/strains, addictions, arthritis and headaches. Traditional Chinese medicine is a complete medical system with a comparative advantage in treating pain conditions, functional disorders, chronic diseases, gastroenterological problems, gynecological health issues, and neurological and musculoskeletal diseases.

Acupuncture and Oriental Medicine Licensure

In 1973, Nevada became the first state to adopt a system of licensure for acupuncturists. In 1974, Oregon conducted the first formal examination of acupuncture candidates. New York adopted a standard for licensure in 1975. Today, forty-seven states, plus the District of Columbia, have an acupuncture statute and license the professional practice of acupuncture (the states which do not license acupuncture as of 2021 are: Alabama, Oklahoma, and South Dakota). Candidate licensure in most states requires passing the examinations provided by the National Certification Commission for Acupuncture and Oriental Medicine (NCCAOM), with the exception of California, which has its own examination. Most states have separate acupuncture boards to govern the practice of acupuncture, while some states choose other governance options such as the Board of Medical Practice (Minnesota), Department of Public Health (Connecticut), or Department of Regulation and Licensing (Wisconsin). The acupuncture boards in most states generally consist of acupuncturists who review applicants and regulate the practice of acupuncture.

Those who are interested in the acupuncture licensing and certification standards of individual States can visit the following website and access information provided and updated by NCCAOM: www.nccaom.org/state-licensure/.

Acupuncture and Oriental Medicine Research

Acupuncture and Chinese medicine have been continuously practiced for thousands of years. Before TCM/acupuncture began to achieve higher visibility in the West in the 1970's, very little scientific research had been done in the United States, although researchers in Asia had been applying scientific methodology to traditional Chinese medicine (TCM) for decades. After traditional Chinese medicine including acupuncture gained a foothold in the West, there was a demand for scientific studies that would either prove or conclusively disprove the success stories that acupuncture enthusiasts were claiming. Skeptics were sure that the bright light of scientific methodology would show that Chinese medicine, and especially acupuncture, was all "smoke and mirrors." Significantly, the scientific studies have largely backed up the claims of Chinese medicine, lending support to those who wish to take the best of conventional and complementary medicine and integrate them. Improved acupuncture research has steadily increased over the years. A consensus conference on acupuncture convened by the National Institutes of Health (NIH) in 1998 concluded its panel

report with the endorsement "...there is sufficient evidence of acupuncture's value to expand its use into conventional medicine and to encourage further studies of its physiology and clinical value." Scientific evidence has firmly established that acupuncture is effective for many conditions including post-operative pain from dental surgery, and nausea and vomiting from chemotherapy. Presently, there is a booming, ever-growing interest by researchers around the world in applying the scientific methodologies of clinical trials, pharmaceutical research, and double-blind studies to acupuncture, Chinese herbal medicine, Qigong, and Tai Chi.

Published scientific studies on TCM modalities may be accessed through the online site PubMed, which is sponsored by the National Institutes of Health: <https://pubmed.ncbi.nlm.nih.gov>

Acupuncture and Oriental Medicine Education

Training programs for acupuncture, Chinese herbology, and other modalities of Oriental medicine are provided through accredited and candidacy colleges. The National Certification Commission for Acupuncture and Oriental Medicine (NCCAOM) has established certification programs in acupuncture, Chinese herbology and Oriental medicine. The Accreditation Commission for Acupuncture and Herbal Medicine (ACAAM) is the accrediting agency for master's degree and doctorate degree programs of acupuncture and Chinese herbal medicine. The Council of Colleges of Acupuncture and Oriental Medicine (CCAOM) develops academic and clinical guidelines and core curriculum requirements for graduate-level programs in acupuncture as well as acupuncture and Oriental medicine.

There are approximately fifty accredited and candidacy colleges offering acupuncture and Oriental medicine programs in the United States. These organizations recognize the vast cultural and historical background of Oriental medicine, and the diversity involved in its teaching and practice. Because the United States has a strong tradition of respecting cultural diversity, Oriental medicine programs and colleges in this country have developed curricula and teaching protocols based in a variety of traditions including traditional Chinese medicine, Japanese acupuncture, five-element acupuncture, and French acupuncture.

Textbooks are a significant part of acupuncture and Oriental medicine education. There are now a wide variety of textbooks dealing with acupuncture, Chinese herbology, Chinese dietary therapy, Chinese medicine theory, Chinese medicine diagnostics, Chinese internal medicine, Chinese medicine gynecology, Chinese medicine dermatology and Chinese medicine pediatrics. Leading publishers in this field include Eastland Press, Churchill Livingstone, Blue Poppy Press and Foreign Languages Press. These publications significantly supplement the teaching and education of acupuncture and Oriental medicine in the United States.



Master's Degree Programs in Acupuncture and Oriental Medicine

The American Academy of Health and Wellness offers two programs leading to a Master's degree in acupuncture: Master of Acupuncture (MAc); and Master of Acupuncture with Chinese Herbal Medicine Specialization (MACHMS). These programs prepare graduates to competently use modalities of traditional Chinese medicine such as acupuncture, TuiNa massage, and Oriental dietary therapy, as well as providing a grounding in Western biomedicine. The MACHMS program has a special focus on Chinese herbal medicine. Students may enroll on a full-time or part-time basis. It is possible to accelerate through either program by transfer-credits and/or increased credit load.

The Academy's Master degree programs meet the standards which enable graduates to successfully pass the board examinations administered by the National Commission for the Certification of Acupuncture and Oriental Medicine, and to qualify for licensure in Minnesota and other states. Visit www.NCCAOM.org for further information on national testing.

The Master of Acupuncture degree program is designed to be completed in three years of full-time study, or nine 15-week trimesters. The curriculum consists of 2430 hours/136 credits. The maximum time for completion of the program is six years, or 18 trimesters in attendance.

The Master of Acupuncture with Chinese Herbal Medicine Specialization degree program is designed to be completed in four years of full-time study, or twelve 15-week trimesters. The curriculum consists of 3180 hours/182 credits. The maximum time for completion of the program is eight years, or 24 trimesters in attendance.

Acupuncture Program Curriculum Outline

Curriculum for the Master's Degree Program in Acupuncture (M.Ac) is based on a 15-week trimester.

First Year

First Trimester

Course #	Course Title	Hours	Credits	Hours/Week
AC1101	TCM Theory	60	4	4
AC1102	Meridians	30	2	2
AC1103	TCM and Chinese Culture	30	2	2
AC1104	Anatomy & Physiology I	60	4	4
AC1105	Western Medical Terminology	30	2	2
AC1106	Surface Anatomy	30	2	2
AC1107	Tai Chi	30	2	2
AC1108	Clinical Observation I	60	2	4
	Total	330	20	22

Second Trimester

Course #	Course Title	Hours	Credits	Hours/Week
AC1201	TCM Diagnostics I	60	4	4
AC1202	Point Location I	60	4	4
AC1203	TCM Pathology	30	2	2
AC1204	Anatomy & Physiology II	60	4	4
AC1205	Microbiology	30	2	2
AC1206	Healing Qi Gong	30	2	2
AC1208	Clinical Observation II	60	2	4
	Total	330	20	22

Third Trimester

Course #	Course Title	Hours	Credits	Hours/Week
AC1301	TCM Diagnostics II	60	4	4
AC1302	Point Location II	60	4	4
AC1303	Western Medical Pathology	60	4	4
AC1304	OSHA/CNT	15	1	1
AC1305	Dietary Therapy&Nutrition	30	2	2
AC1308	Clinical Observation III	60	2	4
	Total	285	17	19

Master's Degree Program in Acupuncture

Second Year

First Trimester

Course #	Course Title	Hours	Credits	Hours/Week
AC2101	Acupuncture Techniques	60	4	4
AC2102	Acupuncture Prescriptions	60	4	4
AC2103	Western Pharmacology	30	2	2
AC2104	Applied Acupuncture Points	30	2	2
AC2105	Western Physical Assessment	60	4	4
AC2106	CPR/First Aid	15	1	1
	Total	255	17	17

PRECLINICAL EXAMINATION

Second Trimester

Course #	Course Title	Hours	Credits	Hours/Week
AC2201	Classical Needling Techniques	30	2	2
AC2202	Modern Needling Techniques	30	2	2
AC2203	Lab Data Reading	30	2	2
AC2204	Medical Tuina	30	2	2
AC2205	Clinical Practice I	120	4	8
	Total	240	12	16

Third Trimester

Course #	Course Title	Hours	Credits	Hours/Week
AC2301	Microacupuncture Systems	60	4	4
AC2302	Western Internal Medicine	60	4	4
AC2303	Pediatric Tuina	30	2	2
AC2305	Clinical Practice II	120	4	8
	Total	270	14	18

Master's Degree Program in Acupuncture

Third Year

First Trimester

Course #	Course Title	Hours	Credits	Hours/Week
AC3101	Medical Referral	30	2	4
AC3102	Western Gynecology/Pediatrics	30	2	2
AC3103	Acupuncture Therapeutics I	60	4	2
AC3105	Clinical Practice III	120	4	8
	Total	240	12	16

Second Trimester

Course #	Course Title	Hours	Credits	Hours/Week
AC3201	Biomedicine Case Analysis	30	2	2
AC3202	Acupuncture Therapeutics II	60	4	4
AC3203	Acupuncture Counseling	30	2	2
AC3205	Clinical Practice IV	120	4	8
	Total	240	12	16

Third Trimester

Course #	Course Title	Hours	Credits	Hours/Week
AC3301	Ethics, Legal & Professional	30	2	2
AC3302	Case-Based TCM Foundation	30	2	2
AC3303	Practice Management	30	2	2
AC3304	Acupuncture Board Review	30	2	2
AC 3305	Clinical Practice V	120	4	8
	Total	240	12	16

Comprehensive Examination

PROGRAM TOTAL	2430	136
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180 hours of clinical observation are required during the first four trimesters of the program.

600 hours of clinical practice/internship are required during the remaining five trimesters in order to complete the program.

Acupuncture Program Course Descriptions

AC1101 TCM Theory 4 credits/60 hours

Prerequisites: None

Provides the student with solid training in the basic theories of traditional Chinese medicine. Yin/Yang, five elements, Chi, Blood, essence, body fluids, visceral manifestation and the Zang/Fu organs and their interconnections are addressed in great detail.

AC1102 Meridians 2 credits / 30 hours

Prerequisites: None

The beginning acupuncture course. Introduces general information about the concepts of meridians and collaterals, classifications of the meridian system, distribution laws of the meridians, distribution routes of the meridians and functions of the meridians and collaterals. Important acupuncture points will be discussed in the class.

AC1103 TCM & Chinese Culture 2 credits / 30 hours

Prerequisites: None

Offers a cultural perspective on traditional Chinese medicine by tracing the historical development of both Chinese medicine and modern biomedicine in China, and emphasizes the cultural, environmental, and social-political events and interactions that have shaped the origin and development of traditional Chinese medicine.

AC1104 Anatomy & Physiology I 4 credits / 60 hours

Prerequisites: None

Introduces the functions and interrelationships of the physical and biochemical structures of the human organism. Emphasis is on the structure and function of the human body systems and internal organs. In-depth discussions on cells, tissues, skin, bones, skeleton, joints, and muscles are included.

AC1105 Western Medical Terminology 2 credits / 30 hours

Prerequisites: None

Introduction to the etymology and technical language used in Western biomedicine to describe the physiology and pathology of the human organism. Latin and Greek roots and constructions of the most commonly used medical terms.

AC1106 Surface Anatomy 2 credits / 30 hours

Prerequisites: None

Provides students with a solid basis for the study of acupoints. This course introduces the structural and biological features of the superficial parts of the human body, especially the anatomical landmarks in the areas where the most important points are located. Also includes landmark anatomy of the muscles, nerves, bones, ligaments, nodes, glands and vessels from topographical view.

AC1107 Tai Chi 2 credits/30 hours

Prerequisites: None

Through the practice of Tai Chi, students will gain understanding and perception of the flow of Chi through the body. A set of individual physical poses are performed together as a single, fluid, meditative form. The modified Yang-style Tai Chi form is presented in the class. Techniques to increase strength and flexibility and relieve physical and emotional stress are taught.

AC1108 Clinical Observation I

2 credits/60 hours

Prerequisites: None

Clinic observation allows the student to witness first-hand the diagnosis of patients and the formulation and implementation of treatment strategies in an actual clinic setting. It provides a vital link between theoretical studies and practical application, and establishes the foundation for clinical work in the future. The student begins to learn the role of an acupuncturist in an actual clinical setting, along with basic principles of diagnosis and treatment. Students observe treatments performed by supervisors and student interns in the student clinic. Students keep a clinical notebook of treatments observed.

AC1201 TCM Diagnostics I

4 credits/60 hours

Prerequisite: TCM Theory

The first of a two-trimester series. This course combines didactic material on diagnostic theory with practical experience. Classical TCM diagnostic methods such as diagnosis by looking, hearing and smelling, asking and feeling. Includes in-depth discussion of commonly seen symptoms or signs of different diseases which gradually leads to the development of practical diagnostic skills.

AC1202 Point Location I

4 credits / 60 hours

Prerequisite: TCM Theory

First of a two-trimester series. Students learn various point location systems: anatomical, proportional, by palpation, anatomical Chinese inch (cun) and fen, and the System of Nomenclature and Knowledge of Standards of the WHO Scientific Group to Adopt a Standard of International Acupuncture Nomenclature. Also included are the classification of points, forbidden points, functions and indications of acupuncture points, the location of approximately four hundred acupoints, and the location and trajectory of the twelve regular meridians, eight extra meridians and fifteen collateral vessels. This course focuses on the location, indications and contraindications, needle depths, general anatomy, and clinical energetics of the points of the Lung, Large Intestine, Stomach, Spleen and Heart meridians.

AC1203 TCM Pathology

2 credits / 30 hours

Prerequisite: TCM Theory

Covers the six exogenous, seven emotional, and miscellaneous pathogenic factors. Pathological mechanisms are discussed in depth. It covers disharmony of Yin and Yang, conflict between anti-pathogenic and pathogenic qi, and abnormal descent or ascent of qi. The mechanisms of common TCM patterns are discussed.



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AC1204 Anatomy & Physiology II

4 credits/60 hours

Prerequisites: None

A continuation of AC1104. The regulation, integration and maintenance of the body are discussed. Subjects include the central nervous system, peripheral nervous system, the sense organs, endocrine system, cardiovascular system, immune system and the lymphatic system.

AC1205 Microbiology

2 credits / 30 hours

Prerequisites: None

Introduces the classification and morphological features of pathogenic microorganisms and the immune system, including AIDS, hepatitis, TB and other infectious diseases. Provides students with important basic knowledge for the protection of the patient and practitioner in the clinical setting.

AC1206 Healing Qi Gong

2 credits / 30 hours

Prerequisites: None

Healing Qi Gong is an integrated mind-body healing method that has been practiced with remarkable results in China for thousands of years. This course is mainly focused on Medical Qi Gong for healing and illness prevention. Starting with a general survey of several traditional Qi Gong systems practiced today, this course will cover the philosophy, historical development and scientific investigation of Qi Gong. The course consists of three components: lecture/instruction, Qi Gong exercises and meditation. After taking this course students can practice it for self-development or can teach it to patients to enhance the effects of acupuncture and herbal treatment.

AC1208 Clinical Observation II

2 credits/60 hours

Prerequisite: Completion of Clinical Observation I

A continuation of AC1108.

AC1301 TCM Diagnostics II 4 credits/60 hours

Prerequisite: TCM Theory

A continuation of AC1201. Introduces two important diagnostic skills in Chinese medicine: tongue diagnosis and pulse diagnosis. Methods of tongue observation and taking the pulse, identification of different tongue pictures and pulse conditions and their different indications will be discussed in detail, with the goal of helping students establish a solid basis for the practice of these two important skills.

AC1302 Point Location II 4 credits/60 hours

Prerequisite: TCM Theory

A continuation of AC1202. This course focuses on the Small Intestine, Urinary Bladder, Kidney, Pericardium, Triple Burner, Gall Bladder, Liver, Governing Vessel and the Conception Vessel meridians and extra meridians. Also included is a selection of extra points, the depths and angles of needle insertion, as well as contraindications for needling and moxibustion.

AC1303 Western Medical Pathology 4 credits/60 hours

Prerequisites: Anatomy & Physiology I & II

Students study Western biomedical approaches to the etiology, progression, and pathology of disease with a view toward developing a deeper understanding of this dominant medical perspective. This understanding will improve communication skills with health professionals and patients. The pathologic basis of some major diseases will be covered, including cell injury, inflammation, genetic diseases, neoplasia, infection, blood vessel diseases and immune disorders.

AC1304 OSHA/CNT 1 credit/15 hours

Prerequisites: None

Teaches the student sterilization and sanitation procedures as they apply to the practice of acupuncture. Also includes commonly-used clean needle techniques. Enables the student to meet the requirements of performing in the acupuncture clinical environment. One of the requirements for national certification. OSHA introduces the regulations of the Occupational Safety and Health Administration as applied at city, state and federal levels. Public safety issues are extensively discussed.

AC1305 Dietary Therapy & Nutrition 2 credits/30 hours

Prerequisite: TCM Theory

Combines modern and traditional Chinese nutritional principles. Students are taught the roles of foods in health maintenance and foods as therapeutic supplements, and the use of food as medicine. As diet is one of the healing modalities of traditional Chinese medicine, this course covers the categorization of common foods in terms of energy, temperature, flavor and function, suggests dietary regimens for various health conditions, and discusses the preparation of common foods and herbal recipes. A variety of techniques for assessing a patient's dietary intake and nutritional imbalances will be covered.

AC1308 Clinical Observation III 2 credits/60 hours

Prerequisite: Completion of Clinical Observation II

A continuation of AC1208.

AC2101 Acupuncture Techniques 4 credits/60 hours

Prerequisites: Point Location I & II

Provides an in-depth discussion of various acupuncture and moxibustion techniques. Includes commonly used techniques, such as the use of varieties of needles, manipulations, electro-acupuncture techniques, cupping therapies, moxibustion therapies, and so on. The indications of the various techniques will also be covered in this course.

AC2102 Acupuncture Prescriptions 4 credits/60 hours

Prerequisites: Point Location I & II

Introduces the principles of point selection and combination in clinical practice. Applications of specific points and principles of acupuncture point prescriptions are thoroughly discussed, as well as classical rules and contemporary methods for clinical point selection and combination.

AC2103 Western Pharmacology 2 credits/30 hours

Prerequisites: Anatomy & Physiology I&II; Western Pathology

This course is a survey of Western pharmacology, with emphasis on the most commonly prescribed medications. Upon completing this course, students will be able to demonstrate knowledge of different classifications of Western medications, their indications and therapeutic uses, side effects, interactions with other medications and the risks associated with each medication.

AC2104 Applied Acupuncture Points 2 credits/30 hours

Prerequisites: TCM Foundation Theory, Meridians, Point Locations

This course introduces the most commonly-applied acupuncture points in clinical treatment. It covers specific categories of points, including: Five-Shu points, Yuan-Source points, Luo Connecting points, Front-Mu points, Back-Shu points, Xi-Cleft points, Eight Influential points, Lower He-Sea points, Eight Confluent points, Crossing points, extra points, and contra-indicated points.

AC2105 Western Physical Assessment 4 credits/60 hours

Prerequisites: Anatomy & Physiology I & II

The purpose of this course is to acquaint the students with Western physical diagnostic processes combining history taking, physical examination and differential diagnosis. Common physical examinations of the skin, head and neck, eyes, ears, nose and throat, thorax and lungs, heart and neck vessels, peripheral vascular system and lymphatic system, abdomen, muscular and skeletal system, neurological system, male genitalia, female genitalia/breast will be introduced & covered.

AC2106 CPR/First Aid 1 credit/15 hours

Prerequisites: None

Teaches students the basic emergency procedures used in first aid situations. Trauma, burns, soft tissue injuries, bandaging and splinting techniques and emergency childbirth are among the topics covered. Techniques in basic cardiopulmonary resuscitation (CPR) are introduced.

AC2201 Classical Needling Techniques 2 credits/30 hours

Prerequisites: Point Location I and II

Teaches students the basic emergency procedures used in first aid situations. Trauma, burns, soft tissue injuries, bandaging and splinting techniques and emergency childbirth are among the topics covered.

AC2202 Modern Needling Techniques 2 credits/30 hours

Prerequisites: Point Location I and II.

This course is designed to acquaint students with essential modern acupuncture techniques. Modern famous acupuncturists and major acupuncture styles/traditions will be discussed. Techniques from these styles and traditions will be demonstrated. Every student in class is expected to show mastery of these techniques either by practicing on volunteer patients or peer classmates.

AC2203 Laboratory Data Reading 2 credits/30 hours

Prerequisites: Anatomy & Physiology I & II; Western Pathology

The student develops basic skills in interpreting medical images such as X-rays, CT scans and MRI. The student learns to read common Western medical diagnostic tests as an adjunct to his/her future practice.

AC2204 Medical Tuina 2 credits/30 hours

Prerequisite: TCM Theory

Introduces the principles and techniques of the traditional Chinese physical therapy known as Tuina. Students are trained to a level of basic proficiency in the treatment of structural and soft-tissue injury and dysfunction. Students learn how to deal with common health problems including general health, shoulder, neck, abdominal, common-cold and headache protocols. Training is intended to develop the students' physical approach to bodywork as a primary or complementary modality in their practice.

AC2205 Clinical Practice I 4 credits/120 hours

Prerequisites: Pre-Clinical Exam, Clinical Observation I, II & III

Student Interns provide patient treatments under the supervision of a Clinic Supervisor. Student Interns take increasing responsibility for all aspects of Clinic organization and operation, patient diagnosis and treatment using acupuncture and other TCM healing modalities. Interns are responsible for safe and appropriate patient treatment, from the initial patient visit through diagnosis, record keeping and case management. Interns may work together as a team at this stage, to expand their experience, but only one member of a team can take credit for a treatment.

AC2301 Micro-acupuncture Systems 4 credits/60 hours

Prerequisites: TCM Theory, Point Location I & II, Acupuncture Techniques

The objective of this course is to acquaint students with the theory and application of micro-acupuncture therapies, including auricular acupuncture, scalp acupuncture, hand and foot acupuncture therapy, wrist and ankle acupuncture, abdominal acupuncture and facial acupuncture. Emphasis will be on point location, needling techniques, and the scientific basis for these applications. Lectures also include treatment of common diseases with auricular acupuncture, scalp acupuncture, hand and foot acupuncture therapy, wrist and ankle acupuncture, abdominal acupuncture and facial acupuncture.

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AC2302 Western Internal Medicine

4 credits/60 hours

Prerequisites: Anatomy & Physiology I & II; Western Pathology

A review of pathology, signs, symptoms, diagnosis and preferred treatment modalities for major internal disorders according to Western medicine. This course will focus on an understanding of the internal medicine system. Examination techniques and clinical aspects of internal disorders are discussed.

AC2303 Pediatric Tuina

2 credits/30 hours

Prerequisites: TCM Theory; Point Location I & II

In this course, basic principles are learned through lectures, and essential techniques are demonstrated through hands-on experience. Indications and contraindications of major TuiNa techniques will be addressed, and TuiNa techniques are applied to common health problems of children.

AC2305 Clinical Practice II

4 credits/120 hours

Prerequisite: Pre-clinical Exam

A continuation of AC2205.

AC3101 Medical Referral

2 credits/30 hours

Prerequisites: Anatomy & Physiology I & II; Western Pathology

Covers the common diseases or emergencies that may be met with in the acupuncture clinic. Such diseases as acute heart attack, abdominal pain, and bleeding due to ectopic pregnancy will be included. Establishment of a medical referral system for a variety of emergency conditions is also discussed.

AC3102 Western Gynecology/Pediatrics

2 credits/30 hours

Prerequisites: Anatomy & Physiology I & II; Western Pathology

This course introduces students to Western-medicine diagnosis and treatment of common gynecological and pediatric disorders. Pathology, signs, symptoms, diagnosis and preferred treatment modalities for major gynecological and pediatric disorders are discussed.

AC3103 Acupuncture Therapeutics I

4 credits/60 hours

Prerequisites: TCM Theory, TCM Diagnostics I & II, Point Location I & II

This course introduces the diagnosis and treatment of commonly seen diseases in TCM internal medicine. It covers three major areas: (1) a general introduction, which offers basic knowledge of etiology, pathogenesis, diagnostic skills and treatment strategies for internal medicine diseases, (2) pattern identification and treatment of commonly seen patterns of disease, (3) diseases of the respiratory, cardiovascular, digestive, urinary, immunologic and endocrine systems, as well as emotional disorders.

AC3105 Clinical Practice III

4 credits/120 hours

Prerequisite: Pre-clinical Exam

A continuation of AC2305.

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AC3201 Biomedicine Case Analysis 2 credits/30 hours **Prerequisites: Anatomy and Physiology I & II; Western Pathology; Western Physical Assessment; Lab Data Reading**

This class is designed to help students prepare for the NCCAOM national board exam in biomedicine. Anatomy, physiology, pathology, physical assessment, lab results and western medicine treatments are synthesized into a unified framework. Ten body systems are systemically reviewed through case studies and analysis.

AC3202 Acupuncture Therapeutics II 4 credits/60 hours **Prerequisites: TCM Theory; TCM Diagnostics I & II; Point Location I & II**

This course introduces the diagnosis and treatment of commonly seen clinical conditions in TCM practice. It covers three major areas: (1) basic understanding of the etiology, pathogenesis, diagnostic skills and treatment strategies for common clinical conditions; (2) pattern identification and treatment of these commonly seen conditions; (3) broad understanding of conditions and applicability of acupuncture treatment in gynecology, pediatrics, dermatology, ophthalmology and otorhinolaryngology.

AC3203 Acupuncture Counseling 2 credits/30 hours **Prerequisite(s): TCM Diagnostics I and II**

Course Description: This course provides methods for developing listening and communication skills and establishing rapport with patients. Effective and efficient communication with patients is emphasized. Counseling skills are further developed in the framework of the four examinations.

AC3205 Clinical Practice IV 4 credits/120 hours **Prerequisite: Pre-clinical Exam**

Under supervision of a Clinic Supervisor, Student Interns handle all phases of Clinic organization and operation and diagnose and treat patients with acupuncture and herbs. The Student Intern is responsible for the safe and appropriate provision of acupuncture, which includes all aspects of the case from the initial patient visit, diagnosis, record keeping and case management.



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AC3301 Ethics, Legal and Professional Issues 2 credits/30hours

Prerequisites: None

This course examines the legal environment in which Chinese medicine operates, the scope of practice, and the acupuncture laws governing Minnesota and other states. The development of communication and counseling skills in professional practice is also stressed. Patient confidentiality, patient sensitivity to potential offenses and cultural differences are emphasized.

AC3302 Case-Based TCM Foundation 2 credits/30 hours

Prerequisites: TCM Theory; TCM Diagnostics I & II; Acupuncture Prescriptions

This class is designed to help students prepare for the NCCAOM exam in TCM theory. A systematic review of the Chinese medicine fundamentals, including etiology, pathology, diagnostics, and treatment principles is conducted in this class. An analytical and synthetic approach will be applied to TCM case histories, emphasizing pattern differentiation and treatment strategy.

AC3303 Practice Management 2 credits/30 hours

Prerequisites: None

Introduces students to the basics of acupuncture business practice and management. Record keeping, informed consent, patient expectations, professional liability, patient contracts, insurance and billing, public education, and advertising and marketing are some of the topics which will be discussed.

AC3304 Acupuncture Board Review 2 credits/30 hours

Prerequisites: TCM Theory; TCM Diagnostics I & II; Acupuncture Prescriptions

This course is designed to help students prepare for the NCCAOM acupuncture exam. It will integrate meridians, point location, acupuncture techniques, and acupuncture prescriptions consistently. It also covers acupuncture treatments of a variety of conditions with case histories.

AC3305 Clinical Practice V 4 credits/120 hours

Prerequisite: Pre-clinical Exam

A continuation of AC3205.

Oriental Medicine Program Curriculum Outline

Curriculum for the **Master of Acupuncture with Chinese Herbal Medicine Specialization (MACHMS)** is based on a 15-week trimester. Courses marked with an asterisk (*) are electives, and are not included in the credit/hour totals.

First Year

First Trimester

Course #	Course Title	Hours	Credits	Hours/Week
1101	TCM Theory	60	4	4
1102	Meridians	30	2	2
1103	TCM and Chinese Culture	30	2	2
1104	Anatomy & Physiology I	30	2	2
1105	Western Medical Terminology	30	2	2
1106	Surface Anatomy	30	2	2
1107	Tai Chi	30	2	2
1108	Clinical Observation I	60	2	4
	Total	300	18	20

Second Trimester

Course #	Course Title	Hours	Credits	Hours/Week
1201/1301	TCM Diagnostics I & II	60	4	4
1202	Point Location I	60	4	4
1203	TCM Pathology	30	2	2
1204	Anatomy & Physiology II	30	2	2
1205	Microbiology	30	2	2
1206	TCM Dietary Therapy I	30	2	2
1207	Healing Qi Gong	30	2	2
1208	Clinical Observation II	60	2	4
	Total	330	20	22

Third Trimester

Course #	Course Title	Hours	Credits	Hours/Week
1302	Point Location II	60	4	4
1303	Clinical Chinese Herbology I	60	4	4
1304	Anatomy & Physiology III	60	4	4
1305	TCM Dietary Therapy II	30	2	2
1306	Clinical Observation III	60	2	4
	Total	270	16	18

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Second Year

First Trimester

Course #	Course Title	Hours	Credits	Hours/Week
2101	TCM Diagnostics III	60	4	4
2102	Acupuncture Prescriptions	60	4	4
2103	Clinical Chinese Herbology II	60	4	4
2104	Western Medical Pathology I	30	2	2
2105	Medical Chinese*	30	2	2
	Total	210	14	14

Second Trimester

Course #	Course Title	Hours	Credits	Hours/Week
2201	OSHA/CNT	15	1	1
2202	Acupuncture Techniques	60	4	4
2203	Clinical Chinese Herbology III	60	4	4
2204	CPR/First Aid	15	1	1
2205	Western Medicine Pathology II	30	2	2
	Total	180	12	12

Third Trimester

Course #	Course Title	Hours	Credits	Hours/Week
2301	TCM Treatment Principles	30	2	2
2302	Auricular Acupuncture	30	2	2
2303	Chinese Herbal Formulas I	60	4	4
2304	Western Physical Assessment	60	4	4
2305	Medical Tui Na	30	2	2
	Total	210	14	14

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Third Year

First Trimester

Course #	Course Title	Hours	Credits	Hours/Week
3101	TCM Internal Medicine I	60	4	4
3102	Neurological Disorders in TCM	30	2	2
3103	Chinese Herbal Formulas II	60	4	4
3104	Western Internal Medicine	60	4	4
3105	Adv. Acupuncture Techniques*	30	2	2
3106	Clinical Practice I	120	4	8
	Total	330	18	22

Second Trimester

Course #	Course Title	Hours	Credits	Hours/Week
3201	TCM Internal Medicine II	60	4	4
3202	Musculo-Skeletal Disorders in TCM	30	2	2
3203	Chinese Herbal Formulas III	60	4	4
3204	Pediatric Tui Na	30	2	2
3205	Scalp and Hand Acupuncture	30	2	2
3206	Clinical Practice II	120	4	8
	Total	330	18	22

Third Trimester

Course #	Course Title	Hours	Credits	Hours/Week
3301	TCM Dermatology	30	2	2
3302	Chinese Patent Medicine	30	2	2
3303	Survey of Health Care Systems	30	2	2
3304	Lab Data Reading	30	2	2
3305	Yellow Emperor's Classic of Med*	30	2	2
3306	Clinical Practice III	120	4	8
	Total	240	12	16

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Fourth Year

First Trimester

Course #	Course Title	Hours	Credits	Hours/Week
4101	TCM Gynecology/Obstetrics	60	4	4
4102	Febrile Diseases	30	2	2
4103	Western Gynecology/Pediatrics	30	2	2
4104	TCM Geriatrics	30	2	2
4105	Board Review	30	2	2
4106	Clinical Practice IV	120	4	8
	Total	300	16	20

Second Trimester

Course #	Course Title	Hours	Credits	Hours/Week
4201	TCM Psychology	30	2	2
4202	Western Pharmacology	30	2	2
4203	Medical Referral	30	2	2
4204	TCM Counseling	30	2	2
4205	Adv. Herbal Prescriptions*	30	2	2
4206	Clinical Practice V	120	4	8
	Total	240	12	16

Third Trimester

Course #	Course Title	Hours	Credits	Hours/Week
4301	TCM Cases Studies	30	2	2
4302	TCM Pediatrics	30	2	2
4303	Practice Management	30	2	2
4304	Ethics, Legal & Professional Issues	30	2	2
4305	Sensory Organ Disorders in TCM*	30	2	2
4306	Clinical Practice VI	120	4	8
	Total	240	12	16
	PROGRAM TOTAL	3180	182	

180 hours of Clinical Observation are required during the first six trimesters. 720 hours of Clinical Practice are required during the remaining six trimesters in order to complete the program.

Course Descriptions

1101 TCM Theory

4 credits/60 hours

Prerequisites: None

Provides the student with solid training in the basic theories of traditional Chinese medicine. Yin/Yang, five elements, Chi, Blood, essence, body fluids, visceral manifestation and the Zang/Fu organs and their interconnections are addressed in great detail.

1102 Meridians

2 credits/30 hours

Prerequisites: None

The beginning acupuncture course. Introduces general information about the concepts of meridians and collaterals, classifications of the meridian system, distribution laws of the meridians, distribution routes of the meridians and functions of the meridians and collaterals. Important acupuncture points will be discussed in the class.

1103 TCM and Chinese Culture

2 credits/30 hours

Prerequisites: None

Offers a cultural perspective on traditional Chinese medicine by tracing the historical development of both Chinese medicine and modern biomedicine in China, and emphasizes the cultural, environmental, and social-political events and interactions that have shaped the origin and development of traditional Chinese medicine.

1104 Anatomy & Physiology I

2 credits/30 hours

Prerequisites: None

Introduces the functions and interrelationships of the physical and biochemical structures of the human organism. Emphasis is on the structure and function of the human body systems and internal organs. In-depth discussions on cells, tissues, skin, bones, skeleton, joints, and muscles are included.

1105 Western Medical Terminology

2 credits /30 hours

Prerequisites: None

Introduction to the etymology and technical language used in Western biomedicine to describe the physiology and pathology of the human organism. Latin and Greek roots and constructions of the most commonly used medical terms.

1106 Surface Anatomy

2 credits /30 hours

Prerequisites: None

Provides students with a solid basis for the study of acupoints. This course introduces the structural and biological features of the superficial parts of the human body, especially the anatomical landmarks in the areas where the most important points are located. Also includes landmark anatomy of the muscles, nerves, bones, ligaments, nodes, glands and vessels from topographical view.

1108 Clinic Observation I

2 credits/60 hours

Prerequisites: None

Clinic observation allows the student to witness first-hand the diagnosis of patients and the formulation and implementation of treatment strategies in an actual clinic setting. It provides a vital link between theoretical studies and practical application, and establishes the foundation for clinical work in the future. The student begins to learn the role of an acupuncturist in an actual clinical setting, along with basic principles of diagnosis and treatment. Students observe treatments performed by supervisors and student interns in the student clinic. Students keep a clinical notebook of treatments observed.

1201/1301 TCM Diagnostics I & II

4 credits/60 hours

Prerequisite: TCM Theory

The first of a two-trimester series. This course combines didactic material on diagnostic theory with practical experience. Classical TCM diagnostic methods such as diagnosis by looking, hearing and smelling, asking and feeling. Includes in-depth discussion of commonly seen symptoms or signs of different diseases which gradually leads to the development of practical diagnostic skills. Introduces two important diagnostic skills in Chinese medicine: tongue diagnosis and pulse diagnosis. Methods of tongue observation and taking the pulse, identification of different tongue pictures and pulse conditions and their different indications will be discussed in detail, with the goal of helping students establish a solid basis for the practice of these two important skills.

1202 Point Location I

4 credits/60 hours

Prerequisite: TCM Theory

First of a two-trimester series. Students learn various point location systems: anatomical, proportional, by palpation, anatomical Chinese inch (cun) and fen, and the System of Nomenclature and Knowledge of Standards of the WHO Scientific Group to Adopt Standard of International Acupuncture Nomenclature. Also included are the classification of points, forbidden points, functions and indications of acupuncture points, the location of approximately four hundred acupoints, and the location and trajectory of the twelve regular meridians, eight extra meridians and fifteen collateral vessels. This course focuses on the location, indications and contraindications, needle depths, general anatomy, and clinical energetics of the points of the Lung, Large Intestine, Stomach, Spleen and Heart meridians.

1203 TCM Pathology

2 credits/30 hours

Prerequisite: TCM Theory

Covers the six exogenous, seven emotional, and miscellaneous pathogenic factors. Pathological mechanisms are discussed in depth. It covers disharmony of Yin and Yang, conflict between anti-pathogenic and pathogenic qi, and abnormal descent or ascent of qi. The mechanisms of common TCM patterns are discussed.

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1204 Anatomy & Physiology II 2 credits/30 hours

Prerequisites: None

A continuation of 1104. The regulation, integration and maintenance of the body are discussed. Subjects include the central nervous system, peripheral nervous system, the sense organs, endocrine system, cardiovascular system, immune system and the lymphatic system.

1205 Microbiology 2 credits/30 hours

Prerequisites: None

Introduces the classification and morphological features of pathogenic and non-pathogenic microorganisms and the immune system, including AIDS, hepatitis, TB and other infectious diseases. Provides students with important basic knowledge for the protection of the patient and practitioner in the clinical setting.

1206 TCM Dietary Therapy I 2 credits/30 hours

Prerequisite: TCM Theory

Combines modern and traditional Chinese medicine nutritional principles. Students are taught the roles of foods in health maintenance and foods as therapeutic supplements, and the use of food as medicine. As diet is one of the healing modalities of traditional Chinese medicine, this course covers the categorization of common foods in terms of energy, temperature, flavor and function, suggests dietary regimens for various health conditions, and discusses the preparation of common foods and herbal recipes. A variety of techniques for assessing a patient's dietary intake and nutritional imbalances will be covered.

1207 Healing Qi Gong 2 credits/30 hours

Prerequisites: None

Healing Qi Gong is an integrated mind-body healing method that has been practiced with remarkable results in China for thousands of years. This course is mainly focused on Medical Qi Gong for healing and illness prevention. Starting with a general survey of several traditional Qi Gong systems practiced today, this course will cover the philosophy, historical development and scientific investigation of Qi Gong. The course consists of three components: lecture/instruction, Qi Gong exercises and meditation. After taking this course students can practice it for self-development or can teach it to patients to enhance the effects of acupuncture and herbal treatment.

1208 Clinical Observation II 2 credits/60 hours

Prerequisite: Clinical Observation I

A continuation of 1108.

1302 Point Location II

4 credits/60 hours

Prerequisite: TCM Theory

A continuation of 1302. This course focuses on the Small Intestine, Urinary Bladder, Kidney, Pericardium, Triple Burner, Gall Bladder, Liver, Governing Vessel and the Conception Vessel meridians and extra meridians. Also included is a selection of extra points, the depths and angles of needle insertion, as well as contraindications for needling and moxibustion.

1303 Clinical Chinese Herbology I

4 credits/60 hours

Prerequisite: TCM Theory

First of a three-trimester series. This course provides botanical knowledge related to the Chinese *materia medica*, a general introduction to Chinese medicinal herbs, such as tastes and properties and methods of preparation, as well as specific details on eighty Chinese herbs, including classification, taste, properties, entering meridians, actions, indications, contraindications, and relevant research describing physiological action and preparation. Categories of herbs covered include those that release exterior conditions, herbs that clear Heat, and downward-draining herbs. Leading formulas for each category are introduced.

1304 Anatomy & Physiology III

4 credits/60 hours

Prerequisites: None

The continuation of 1204. Topics include the respiratory system, digestive system, urinary system, and the reproductive system. Body fluids, electrolytes, acid-base balance, human development and heredity are also discussed.

1305 TCM Dietary Therapy II

2 credits/30 hours

Prerequisite: TCM Theory

A continuation of 1206, introducing the application of Chinese medicine dietary therapy in internal medicine, gynecology, pediatrics and geriatrics. Designed to promote understanding of the specific nutritional and dietary needs of women at different stages of life, and of children during various developmental stages from a traditional Chinese medicine point of view. Foods and dietary recipes with their TCM properties and functions for women, children and the elderly are addressed.

1306 Clinic Observation III

2 credits/60 hours

Prerequisite: Clinic Observation II

A continuation of 1208.

2101 TCM Diagnostics III

4 credits/60 hours

Prerequisites: TCM Diagnostics I & II

A continuation of 1301. Mainly covers the skills needed to collect and analyze the symptoms and signs of disease and make a pattern diagnosis. About 150 patterns commonly seen in the clinic are included. Students also learn how to fill out the patient chart and record findings, treatment, etc.

2102 Acupuncture Prescriptions

4 credits/60 hours

Prerequisites: Point Location I & II

Introduces the principles of point selection and combination in clinical practice. Applications of specific points and principles of acupuncture point prescriptions are thoroughly discussed, as well as classical rules and contemporary methods for clinical point selection and combination.

2103 Clinical Chinese Herbology II

4 credits/60 hours

Prerequisite: TCM Theory

A continuation of 1303. Introduces 120 Chinese herbs and their classification, taste, properties, entering meridians, actions, indications, contraindications and preparation. Herbal classifications covered include herbs that clear away heat, drain dampness, expel wind dampness, and herbs that transform phlegm and stop coughing. Leading formulas for each category are introduced.

2104 Western Medicine Pathology I

2 credits/30 hours

Prerequisites: Anatomy & Physiology I, II & III

Students study Western biomedical approaches to the etiology, progression, and pathology of disease with a view toward developing a deeper understanding of this dominant medical perspective. This understanding will improve communication skills with health professionals and patients. The pathologic basis of some major diseases will be covered, including cell injury, inflammation, genetic diseases, neoplasia, infection, blood vessel diseases and immune disorders.

2105 Medical Chinese*

2 credits/30 hours

Prerequisites: None

This is an introductory course to reading and researching Chinese medical literature. The commonly used Chinese medical terms are the focus of this course. The skills for researching the Chinese medical literature with the help of dictionaries are mastered in this class.

2201 OSHA/CNT

1 credit/15 hours

Prerequisites: None

Teaches the student sterilization and sanitation procedures as they apply to the practice of acupuncture. Also includes commonly used clean needle techniques. Enables the student to meet the requirements to work in the acupuncture clinical environment. One of the requirements for national certification. OSHA introduces the regulations of the Occupational Safety and Health Administration as applied at city, state and federal levels. Public safety issues are extensively discussed.

2202 Acupuncture Techniques

4 credits/60 hours

Prerequisites: Point Location I & II

Provides an in-depth discussion of various acupuncture and moxibustion techniques. Includes commonly used techniques, such as the use of varieties of needles, manipulations, electro-acupuncture techniques, cupping therapies, moxibustion therapies, and so on. The indications of the various techniques will also be covered in this course.

2203 Clinical Chinese Herbology III

4 credits/60 hours

Prerequisite: TCM Theory

Introduces 120 Chinese herbs and their classification, tastes, properties, entering meridians, actions, indications, contraindications and preparation. Herbal classifications to be covered include herbs that warm the interior and expel Cold, aromatic herbs that transform Dampness, herbs that relieve food stagnation, herbs that regulate Chi and Blood, astringent herbs, substances that calm the spirit, aromatic substances that open the orifices, and herbs that extinguish Wind and stop tremors. Leading formulas for each category are introduced.

2204 CPR/First Aid

1 credit/15 hours

Prerequisites: None

Techniques in basic cardiopulmonary resuscitation (CPR) are demonstrated and taught. Teaches students the basic emergency procedures used in first aid situations. Trauma, burns, soft tissue injuries, bandaging and splinting techniques and emergency childbirth are among the topics covered.

2205 Western Medicine Pathology II

2 credits/30 hours

Prerequisites: Anatomy & Physiology I, II & III

In this course students will study the Western biomedical approaches to disease origination, progression, and pathology with a view toward developing a deeper understanding of this dominant medical perspective, and communicating with other health professionals and patients. The major pathologies and the therapeutic strategies of each of the major body and organ systems will be covered, including the cardiovascular, neurological, respiratory, musculoskeletal, uro-genital, gynecological, and gastroenterological systems, and the heart, the liver and the kidneys.

Master's Degree Program in Oriental Medicine

2301 TCM Treatment Principles 2 credits/30 hours

Prerequisites: TCM Theory; TCM Diagnostics I, II & III

This class introduces the eight treatment principles, the different patterns covered by them and the commonly used herbs, formulas and points for each of these patterns. It will discuss the meaning, the application and the indications of the eight treatment principles and the manifestations with detailed analysis of these patterns.

2302 Auricular Acupuncture 2 credits/30 hours

Prerequisites: Point Location I & II

The ear is one of the most clinically significant microsystems in traditional Chinese medicine. Students will examine the physical structures of the outer ear, locate acupoints on the various auricular surfaces, and study those acupoints in their therapeutic and diagnostic applications. Auricular acupuncture will be presented both as an independent modality and in combination with major-meridian acupoint selection strategies for a number of disorders, including chemical dependency and detoxification

2303 Chinese Herbal Formulas I 4 credits/60 hours

Prerequisites: Chinese Herbology I, II & III

First in a three-trimester series. Covers general knowledge of Chinese formulas and prescriptions, such as the relationship between formulas and therapeutic principles, commonly used therapeutic methods, classification, composition, patterns and the preparation of formulas. The primary focus is on the applications and modifications of individual formulas. After completing this class, students are expected to be able to correctly select and modify a formula according to an accurate pattern correctly identified. As one of the most important courses in Chinese medicine, this course will provide students with the most important therapies in Chinese Medicine.

2304 Western Physical Assessment 4 credits/60 hours

Prerequisites: Anatomy & Physiology I, II & III

The purpose of this course is to acquaint the students with Western physical diagnostic processes combining history taking, physical examination and differential diagnosis. Common physical examinations of the skin, head and neck, eyes, ears, nose and throat, thorax and lungs, heart and neck vessels, peripheral vascular system and lymphatic system, abdomen, muscular and skeletal system, neurological system, male genitalia, female genitalia/breast will be introduced & covered.

3105 Advanced Acupuncture Techniques* 2 credits/30 hours

Prerequisites: Point Location I & II

This is an advanced course in acupuncture techniques and skills. It focus on the needling techniques and skills on the 100 commonly used acupuncture points. A variety of techniques and skills on a given point or a specific diseases will be discussed and demonstrated.

3106 Clinical Practice I 4 credits/120 hours

Prerequisites: Pre-clinical Exam, Clinic Observation I, II & III

Student Interns provide patient treatments under the supervision of a Clinic Supervisor. Student Interns take increasing responsibility for all aspects of Clinic organization and operation, patient diagnosis and treatment using acupuncture, herbs and other TCM healing modalities. Interns are responsible for safe and appropriate patient treatment, from the initial patient visit through diagnosis, record keeping and case management. Interns may work together as a team at this stage, to expand their experience, but only one member of a team can take credit for a treatment.

3201 TCM Internal Medicine II 4 credits/60 hours

Prerequisites: Point Location I & II; Chinese Herbology I, II & III

This is the continuation of 3101. More Chinese medicine internal medicine conditions are covered.

3202 Musculo-Skeletal Disorders in TCM 2 credits/30 hours

Prerequisites: Point Location I & II; Chinese Herbology I, II & III

This course provides knowledge and skills on how to treat musculo-skeletal conditions, both acute and chronic. It will cover the main manifestations of different conditions of the musculo-skeletal system, their pattern differentiation and the herbal medicine, acupuncture and Tui Na treatment techniques.

3203 Chinese Herbal Formulas III 4 credits/60 hours

Prerequisites: Chinese Herbology I, II & III

A continuation of 3103. Sixty classical formulas and their variations are presented and treatment strategies are discussed. Formula groups to be covered include formulas that regulate Chi, invigorate Blood, stop bleeding, stabilize, and calm the spirit.

3204 Pediatric Tui Na 2 credits/30 hours

Prerequisites: TCM Theory; Point Location I & II

In this course, basic principles are learned through lectures, and essential techniques are demonstrated through hands-on experience. Indications and contraindications of major TuiNa techniques will be addressed, and TuiNa techniques are applied to common health problems of children.



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3205 Scalp and Hand Acupuncture 2 credits/30 hours

Prerequisites: Point Location I & II

This course provides students with the special point or zones in the scalp, their locations, indications, needling methods and their applications in different diseases. It will also cover the hand acupuncture techniques, including the points, their indications and their clinical applications.

3206 Clinical Practice II 4 credits/120 hours

Prerequisite: Pre-clinical Exam

A continuation of 3106.

3301 TCM Dermatology 2 credits/30 hours

Prerequisites: Point Location I & II; Chinese Herbology I, II & III

Treatment strategies of Chinese herbal medicine for skin disorders are discussed. Subjects include bacterial, viral, and fungal infections, dermatitis, inflammatory reactions, scaling disorders and autoimmune rheumatologic skin diseases.

3302 Chinese Patent Herbal Medicine 2 credits/30 hours

Prerequisites: Chinese Herbology I, II & III

Reviews traditional Chinese patent herbal formulas which are widely prescribed both in China and the United States. The therapeutic functions and classifications of the herbal patents are discussed, and students are taught to use them effectively. Both pattern-oriented classical formulas and disease-oriented modern formulas are discussed.

3303 Survey of Health Care Systems 2 credits/30 hours

Prerequisites: None

An overview of Western health care systems. Health insurance and provider systems, HMO's, general medical practice and specialties are discussed. The goal is to promote effective communication with other health and medical practitioners, to make effective referrals, and to better understand patients' prior treatments. A comparison of conventional medicine and complementary medicine is discussed.

3304 Laboratory Data Reading 2 credits/ 30 hours

Prerequisites: Anatomy & Physiology I, II & III; Western Pathology I & II

The student develops basic skills in interpreting medical images such as X-rays, CT scans and MRI. The student learns to read common Western medical diagnostic tests as an adjunct to his/her future practice.

3305 Yellow Emperor's Internal Classic* 2 credits/30 hours

This course provides students with the chance to read, understand and explore the original text of the *Yellow Emperor's Internal Classic*, the book that laid the foundation for Chinese medicine theory, with an aim to understand Chinese medicine concepts and theory at an advanced level.

3306 Clinical Practice III 4 credits/120 hours

Prerequisite: Pre-clinical Exam

A continuation of 3206.

4101 TCM Gynecology/Obstetrics 4 credits/60 hours

Prerequisites: Point Location I & II; Chinese Herbology I, II & III

Outlines the TCM diagnosis and treatment of common gynecological and obstetrical disorders, including menstrual disorders, breast disorders, reproductive disorders, and pregnancy and postpartum disorders. Classical and contemporary Chinese herbal approaches are discussed.

4102 Febrile Diseases 2 credits/30 hours

Prerequisites: Chinese Herbology I, II & III

This course introduces the basic concepts, principles, pattern diagnosis and treatment of common diseases caused by invasion of wind cold or epidemic pathogenic factors. Focuses will be on the specific pattern diagnosis, analysis of the patterns and application of herbs in these two systems.

4103 Western Gynecology/Pediatrics 2 credits/30 hours

Prerequisites: Anatomy & Physiology I, II & III; Western Pathology I & II

This course introduces students to Western-medicine diagnosis and treatment of common gynecological and pediatric disorders. Pathology, signs, symptoms, diagnosis and preferred treatment modalities for major gynecological and pediatric disorders are discussed.

4104 TCM Geriatrics 2 credits/30 hours

Prerequisites: Point Location I & II; Chinese Herbology I, II & III

This course mainly discusses the common diseases of the elderly in clinical practice. The common diseases of the respiratory, cardiovascular, digestive, urinary, immunologic, endocrine systems, as well as emotional disorders in the elderly are covered, with an emphasis on the characteristics of pathogenic factors, pathogenesis, treatment and prevention.

4105 Board Review 2 credits/30 hours

Prerequisites: Core curriculum in TCM Basics, Acupuncture, and Biomedicine

Familiarizes students with NCCAOM protocols for the national board examinations; introduces techniques to effectively prepare and study for the national exams; provides sample tests to enhance student preparedness.

4106 Clinical Practice IV

4 credits/120 hours

Prerequisite: Pre-clinical Exam

Under supervision of a Clinic Supervisor, Student Interns, working alone, handle all phases of Clinic organization and operation and diagnose and treat patients with acupuncture and herbs. The Student Intern is responsible for the safe and appropriate provision of acupuncture, which includes all aspects of the case from the initial patient visit, diagnosis, record keeping and case management.

4201 TCM Psychology

2 credits/30 hours

Prerequisite: TCM Theory

Offers many interesting topics, such as how Chinese medicine looks at emotions, sentiments and feelings, how Chinese medicine analyzes the relationship between psychological problems and disease of the body and how Chinese medicine treats psychological disorders with physical manifestations or physical diseases with psychological problems. After this class, the student is expected to be able to provide future patients with more helpful advice, helping them to heal faster from a psychological perspective.

4202 Western Pharmacology

2 credits/30 hours

Prerequisites: Anatomy & Physiology I, II & III; Western Pathology I & II

This course is a survey of Western pharmacology, with emphasis on the most commonly prescribed medications. Upon completing this course, students will be able to demonstrate knowledge of different classifications of Western medications, their indications and therapeutic uses, side effects, interactions with other medications and the risks associated with each medication.

4203 Medical Referral

2 credits/30 hours

Prerequisites: Anatomy & Physiology I, II & III; Western Pathology I & II

Covers the common diseases or emergencies that may be met with in the acupuncture clinic. Such diseases as acute heart attack, abdominal pain and bleeding due to ectopic pregnancy will be included. Establishment of a medical referral system for a variety of emergency conditions is also discussed.

4204 TCM Counseling

2 credits/30 hours

Prerequisites: TCM Diagnostics I, II & III

Provides methods for developing listening/communication skills and establishing rapport with patients. Effective and efficient communication with patients is emphasized. Counseling skills are further developed in the framework of the four examinations.

4205 Advanced Herbal Prescriptions*

2 credits/30 hours

Prerequisites: Chinese Herbology I, II & III

This course is based on analyzing the inter-connection of the indications of formulas for a group of inter-related conditions, this class will offer students a better understanding of the compositions, indications and modifications of commonly used formulas.

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4206 Clinical Practice V 4 credits/120 hours

Prerequisite: Pre-clinical Exam

A continuation of 4106.

4301 TCM Case Studies 2 credits/30 hours

Prerequisites: Point Location I & II; Chinese Herbology I, II & III

Unique and complicated cases from the experience of long-term practitioners will be presented in this course. Also provides the opportunity for students to bring in difficult cases for discussion.

4302 TCM Pediatrics 2 credits/30 hours

Prerequisites: Point Location I & II; Chinese Herbology I, II & III

Introduces the basic principles of pediatric medicine, including common signs and symptoms of pediatric disorders. TCM pattern differentiation and treatment strategies for common pediatric diseases are discussed.

4303 Practice Management 2 credits/30 hours

Prerequisites: None

Introduces students to the basics of acupuncture business practice and management. Record keeping, informed consent, patient expectations, professional liability, patient contracts, insurance and billing, public education, and advertising and marketing are some of the topics which will be discussed.

4304 Ethics, Legal and Professional Issues 2 credits/30 hours

Prerequisites: None

This course examines the legal environment in which Chinese medicine operates, the scope of practice, and the acupuncture laws governing Minnesota and other states. The development of communication and counseling skills in professional practice is also stressed. Patient confidentiality, patient sensitivity to potential offenses and cultural differences are emphasized.

4305 Sensory Organ Disorders in TCM* 2 credits/30 hours

Prerequisites: Point Location I & II; Chinese Herbology I, II & III

This course introduces the etiology, clinical manifestations, diagnosis and treatment of the common sensory organ disorders. The focus is on the differential diagnosis of sensory organ disorders and analysis of the pathogenesis and to master different therapeutic methods.

4306 Clinical Practice VI 4 credits/120 hours

Prerequisite: Pre-clinical Exam

A continuation of 4206.

Note: Courses marked with an asterisk (*) are elective; not part of the core curriculum.

Student Policies

Student Attendance

Students are expected to attend all regularly-scheduled classes and clinic shifts, and special seminars as required. Students are responsible for all assignments and for the content of all classes. Students 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 absences, 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 student’s GPA to the point of receiving an academic warning or probation (see pg. 47).

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

Excused Absence: To qualify as an excused absence, the student must go on record by notifying the Registrar’s office of the specific class(s), clinic shift(s), or school event the student 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 student 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. Students 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, students are also responsible for contacting the course instructor in regard to making up or rescheduling any tests, quizzes, course work, reading assignments, presentations, etc. which were missed due to the student’s absence. If the student subsequently makes up missed coursework to meet the academic requirements of the course, this will satisfy course requirements and will not affect the student’s grade. For online classes which were missed due to an excused absence, access to the recording of the class session will be provided. There may be additional fees for makeup exams or instruction.

For student interns, missing a scheduled clinic shift is very detrimental to the function of the student clinic, and every effort should be made to notify the Registrar’s office and the student clinic as far ahead of the shift as possible.

Unexcused Absence: If a student 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 student’s ability to control, but the student has failed to do so. Examples of unacceptable reasons: “I overslept”; “I wasn’t ready to take that test”; “I missed my bus”; “I’m going to a baby shower”. Three unexcused absences from class result in an automatic reduction of a student’s final grade by one grade (*i.e.* a “B” grade would automatically become a “C” grade). A student who has *more* than three unexcused absences from a class (*i.e.* has missed more than 20% of the class content) may fail the course. A student with four or more unexcused absences who wants to complete a course will have to meet with the Academic Dean and the course instructor and 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. Five combined instances of coming more than 10 minutes late or leaving more than 10 minutes early equal one unexcused absence from class. Missing more than 50% of a class by coming late or leaving early, without the permission or authorization of the instructor, will count as one unexcused absence.

Attendance sheets are maintained for all academic classes and clinic shifts by course instructors and clinic supervisors. For on-campus classes, instructors mark present and absent students on the attendance sheet at the beginning of class. For online classes, students are required to sign in, and instructors record the signed-in students on the attendance sheet. Students in online classes are required to maintain a visual presence during class, and are monitored for attendance and tardiness. Course attendance records are turned in to the Registrar at the mid-point and end of each trimester.

Leave of Absence

A student may request a Leave of Absence, which allows the student to interrupt study while maintaining current registration. An LOA may only be taken within a specific trimester/enrollment period: the stated return date may not fall after the end of the enrollment period during which the LOA is taken. LOA applications must be made in advance, unless circumstances prevent the student from doing so. LOA applications must be signed, dated, and state the reason for the leave request. Requests are reviewed by the Academic Dean or Campus Director. 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 sixty days. A student on LOA who does not return within the allowed time limitations is considered to be an involuntary withdrawal from his/her program, and may be required to re-enroll in the program under the admission policies then in effect (see "Withdrawals" below).

Students are responsible for coordinating with their instructors regarding the course assignments, quizzes and tests which must be satisfactorily completed to pass the course. Students on LOA are responsible for timely payment of outstanding tuition or account balances, which must be paid in their entirety before the student resumes attendance.

Withdrawals

AAHW distinguishes between official or voluntary withdrawals from the program, and unofficial or involuntary withdrawals from the program. 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 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.

A student who does not attend any classes or other official school functions for fourteen consecutive days, 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 or involuntary withdrawal. Involuntary withdrawals do not entail or require direct notification of withdrawal from students. Students who do not return from an approved LOA by their stated return date are also considered to be involuntary withdrawals, and their last date of attendance before the inception of the LOA is their official last date of attendance. For students whose withdrawal status is determined by failure to attend classes, the school Registrar obtains attendance sheets from the student's instructors and determines the last date the student attended any class.

For students on financial aid, their last date of attendance is reported to the U.S. Department of Education, and establishes both the amount of loan funds which the school must return to USDE (if any), and the beginning of the student's grace period in relation to the student's repayment of loan funds. For self-pay student balances, the Registrar will determine if a tuition refund is due according to the standard refund schedule for dropped courses (see "Refund Policy," below). If a refund is due, it will be mailed to the student's last known address within 30 days of the date when the school determined the student's last date of attendance.

Withdrawn students who wish to rejoin their program may do so under the following circumstances: If it has been more than a calendar year since withdrawal, the student must reapply to the program, pay the current application fee, and be formally accepted by the Admissions Officer. Any outstanding balance must be paid in full before a returning student can register for classes. Failed courses must be re-taken at current tuition rates.

Student Records

Student 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. Authorized AAHW employees may access student records for the purposes of monitoring academic and clinic performance, maintaining business office records, ordering and disbursing financial aid, and complying with state and federal agencies. Enrolled students must keep AAHW informed of their current addresses and phone numbers.

Students have the right to inspect their records and request corrections. 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.

AAHW retains the following records of former students for a minimum of seven years after graduation or withdrawal: admission and credit-transfer process, academic progress, attendance record, qualifying-test scores, health-related documents, clinic-practice tally sheets, and financial information. 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.

Academic Progress

All students must continue to make satisfactory academic progress (SAP) throughout the program to remain in good standing. Failure to meet the Academy's SAP requirements can result in academic probation, inability to qualify for federal financial aid, or even dismissal from the program. Academic progress is specifically assessed based on the following factors: overall grade point average; ability to complete the program in the maximum timeframe; failing a core curriculum course three times; failing a Comprehensive Examination three times. A minimum 2.0 or C average must be maintained for all courses taken in a student-based academic year, and a minimum cumulative 2.0 GPA is required for graduation. All clinic work must meet the Academy's evaluation criteria. Students must remain on track to complete their program in the maximum allowed timeframe*, with an expectation that they will complete 24 credits in every academic year. Students have three chances to pass core curriculum courses and comprehensive qualifying tests: failing a class or comprehensive exam three times will result in dismissal from the program. Students who receive a failing grade in any core curriculum course will be required to repeat that course. Elective classes do not have to be repeated. Tuition for repeated courses will be assessed at current tuition rates.

**Maximum of 18 trimesters in attendance for Master of Acupuncture program; maximum of 24 trimesters in attendance for Master of Acupuncture with Chinese Herbal Medicine Specialization program.*

Student progress is assessed by administration and faculty on an ongoing basis:

1. Instructors are required to send a copy of their grade and attendance sheets to the Registrar after mid-term exams and final exams, so school administrators can monitor students' attendance and grades during and after every trimester to make sure they are meeting SAP requirements.
2. Student interns are closely supervised and evaluated by faculty members.
3. Before beginning clinical internship, students must pass a written and practical preclinical examination. Before graduation, students must pass a comprehensive exit examination. These qualifying tests demonstrate program learning outcomes which assess students' ability to treat patients, pass the national board tests, and succeed in their chosen career.

Student Policies

Comprehensive Examinations/Qualifying Tests

The Academy uses two comprehensive examinations to determine the readiness of students to advance to the next phase of the program:

Preclinical Examination: This examination is given when students have completed approximately half their program. Master of Acupuncture (MAc) candidates typically take the preclinical test at the end of their fourth trimester; Master of Acupuncture with Chinese Herbal Medicine Specialization (MACHMS) candidates typically take the preclinical test at the end of their sixth trimester. This examination is designed to test students on their comprehension, retention and ability to apply all material covered during the first two years, including Chinese medicine theory, Chinese medicine pathology and diagnostics, meridians and point location, acupuncture techniques and treatment principles, clean needle technique, and Western biomedicine. MACHMS candidates are also tested on Chinese herbology. Students must pass the written and practical components with a minimum average of 70% to advance to the next stage of study and practice, in which they will begin their clinical practice.

Exit Examination: This examination is given when students have completed the academic and clinical requirements of their program. It is designed to test students on their comprehension, retention and ability to apply all material covered in their program, with the objective of evaluating students' preparedness to take the national board exams in acupuncture. Subjects covered include Chinese medicine theory, Chinese medicine pathology and diagnostics, meridians and point location, acupuncture techniques and treatment principles, clean needle techniques, acupuncture clinical applications, and Western biomedicine. MACHMS graduates are also tested on the Chinese herbal *materia medica* and formulas, and Chinese herbal medicine clinical applications. Students must pass the exit exam with a minimum average of 70% to graduate from the Academy.

Academic Warning/Probation/Dismissal/Reinstatement

Students who do not make satisfactory academic progress (SAP), as defined in the Academic Progress section, above, may be placed on warning status or probationary status, depending on the circumstances. Students who have failed to meet the SAP criteria for minimum grade point average or completing the program in the maximum timeframe are put on Academic Warning status at the end of the trimester during which they have failed the SAP criteria, and have until the end of the following trimester 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 student will be placed on Academic Probation at the beginning of the next trimester, and financial aid eligibility will be suspended. Students who are placed on Academic Probation status for GPA or time-to-complete issues are required to meet with the Academic Dean and submit a written plan to resolve the SAP issue(s) which resulted in probation. Students have a maximum of two trimesters on Academic Probation status to resolve and remediate the SAP issue(s). If the issue is resolved, the student is reinstated and regains eligibility for financial aid. If the issue is not resolved by the end of the second trimester on probation, the student will be dismissed from the program.

Students who fail a core curriculum course three times, or fail a qualifying exam three times are not subject to academic Warning or Probation, but are dismissed from the program.

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

Student Policies

In the case of dismissals due to failing a core curriculum course or a comprehensive exam three times, the student must reapply to the program under the admissions criteria then in effect. Students who reapply and are accepted will be treated as transfer-in students, and may have to re-take a portion of the program coursework, according to ACAHM standards then in effect.

Grievance Process for Academic Dismissals: A student whose written appeal for reinstatement has been rejected by the Academic Dean 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 EnergyPark Drive, Suite 350, St. Paul, Minnesota 55108, telephone: 651-642-0567; email: info@ohe.state.mn.us; website: www.ohe.state.mn.us
- Accreditation Commission for Acupuncture and Herbal Medicine (ACAHM), 8941 Aztec Drive, Suite 2, Eden Prairie, MN 55347; email: info@acahm.org; Telephone (952) 212-2495; website: 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; website: <https://dsps.wi.gov/Pages/Programs/EducationalApproval/Default.aspx>

Student 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. Students 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 enabling other students to cheat; violation of student or clinic-patient rights to privacy under FERPA or HIPAA regulations; failure to follow student-clinic hygiene practices, safety requirements, or dress code; plagiarism or academic dishonesty.

AAHW expects that all assignments, papers, examinations and projects submitted in regard to the completion of a course are the student's own work. Students should be 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 student's responsibility. Students who knowingly submit plagiarized work as their own to pass a course may fail the course.

AAHW subscribes to the NCCAOM Code of Ethics for TCM practitioners (*see page 65 of this Catalog*), and expects students who are completing their clinical internship requirements to observe its stipulations in regard to non-discrimination, patient privacy, appropriate conduct, avoidance of misrepresentation, etc.

AAHW prohibits the possession, use or sale of alcohol, controlled substances, or illicit drugs, or the misuse of any legal drugs, on school premises or in the context of any institutionally-organized activity. Violation of the drug/alcohol policy constitutes grounds for dismissal from the program (students) or loss of employment (employees). Any student under the influence of drugs or alcohol while on school premises will be subject to discipline, including dismissal from the program. Legitimately prescribed drugs are not subject to this policy, but students should advise school administration if they are taking prescribed drugs which may affect the student's judgment, performance or behavior.

Student Policies

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 51*) are grounds for summary dismissal from the program.

Grievance Process: Warning or Dismissal for Unprofessional Conduct

Students 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. Students may initiate the following process:

1. The student may request a meeting with the Campus Director and/or the Title IX Coordinator for discussion and potential resolution of the problem.
2. If this dialogue fails to resolve the issue, the student may submit a written statement to the Campus Director, 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 Campus Director 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 Campus Director 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 Campus Director and school 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 student's record or reinstating the candidate to the program.
4. After the President's decision, if the student believes the ruling is unfair, he/she/they may contact 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:
 - 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; website: <https://www.ohe.state.mn.us>
 - ACAHM, 8941 Aztec Drive, Suite 2, Eden Prairie, MN 55347; telephone 952-212-2495; email: info@acahm.org ; website: 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; website: <https://dsps.wi.gov/Pages/Programs/EducationalApproval/Default.aspx>

Reinstatement to the Program: Students who have been dismissed for unprofessional conduct and wish to rejoin the program should follow the Grievance Process described above. Students 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 in regard to their behavior since their dismissal, and that it is the opinion of the therapist that the behavior is unlikely to recur. Students 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 student will be dismissed from the program without recourse.

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 students; a student who believes that an instructor has graded them unfairly, or that an administrator has applied a school policy to them unfairly; a student 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 student may arrange a meeting with the Campus Director or Title IX Coordinator for review and resolution of the problem.
3. If the grievance is still not resolved, the student may submit a written statement to the Campus Director, explaining the circumstances of the grievance, and requesting a hearing with a Grievance Committee. The Campus Director will appoint a Grievance Committee, as outlined above, which will review the situation and report to the Campus Director and school President. The findings and conclusions of the Grievance Committee will comprise the final official response of AAHW to the student’s grievance.
4. If the 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 AAHW, 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 graduation requirements. At the Academy, students have the right and privilege to receive an appropriate educational program; to be informed about all school 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 Academy 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.

Student Policies

Student Handbook

The Academy's Student Handbook is the student's guide to the official policies and procedures of the Academy. The Handbook is distributed to all entering students, is available in the school library, and in school administrative offices. A PDF of the Student Handbook will be sent to any enrolled student upon request. Students are expected to be familiar with all of the policies and procedures contained in the Handbook.

Clinic Handbook

The Academy's Clinic Handbook is the student's guide to the official policies of the Academy Student Clinic. The Handbook is distributed to all students entering clinic observation, is available in the student clinic, and is also available upon request. Students are expected to be familiar with all of the policies and procedures contained in the Handbook.

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, family status, disability, age, marital status, status with regard to public assistance, 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
500 West Madison Street, Suite 1475
Chicago, IL 60661-4544
Telephone: (312) 730-1560
Facsimile: (312) 730-1576
Email: OCR.Chicago@ed.gov

Grading Standards

Final course grades for academic courses are based on completion of the course requirements, as detailed in the course syllabus. At the first class meeting, students receive a course syllabus which lists each required component of the course such as exams, 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). Grades for clinical training courses are based on the clinic supervisors' assessment of students' knowledge and application of clinical skills, as well as students' compliance with clinic procedures and protocols. As described in the "Attendance" section (pg. 44), tardiness and unexcused absences may affect a student'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)

During the trimester, graded quizzes, tests, and homework assignments are returned to students by the subsequent class meeting so students can review and discuss grades with the instructor. In clinical practice courses, clinic supervisors provide ongoing feedback to students in regard to their strengths and weaknesses. Students whose grades or attendance patterns are problematic at the mid-point of the trimester, based on grade and attendance sheets submitted to the Registrar by instructors, will be contacted by school administrators in regard to potential SAP issues.

Final course grades are posted to each student's account on AAHW's online school management system by the Registrar as they are received from the instructors. The Registrar also compiles a trimester Grade Report which is sent to each student's email address within 14 days from the last day of the trimester. Students may request a hard copy of their Grade Report.

Course Incompletes

Students are expected to complete all requirements for academic courses by the final day of class. Every effort must be made to avoid make-up exams, which require extra preparation on the part of the instructor. Students who have not completed the course requirements will be assigned a temporary grade of "Incomplete" (I) on their grade report and transcript, and are expected to arrange with their instructor to make up all missing components of the course within two weeks of the end of the trimester. Time extensions may be granted at the discretion of the course instructor. Incompletes which are not made up within two weeks of the agreed-on time limit will be assigned a grade of "F". AAHW makes an exception in the case of "hands-on" courses which require a practical demonstration of skills or knowledge as part of the final grade. In that case, students will be granted an extension until the course is offered again, and the student may complete the course requirements with the subsequent class.

Students who require extra time to make up courses based on a learning disability or special personal or medical circumstances must provide school administration with a therapist's assessment or other valid proof of special circumstances. In such cases, school administrators will make reasonable efforts to work with the student to accommodate his/her/their needs in regard to satisfactorily completing the course.

Graduation Requirements

Master of Acupuncture

Completing the Master of Acupuncture (MAc) degree program at the American Academy of Health and Wellness requires three years/nine trimesters of academic credit. In order to complete the program, students must meet the following requirements:

- Complete all required course work with at least a cumulative 2.0 or “C” average.
- Achieve at least a 70% passing grade on the Academy’s Comprehensive Exit Examination.
- Complete Clinical Practice requirements for patient treatments: a minimum of 300 total patient treatments, including a minimum of 60 new-patient treatments, utilizing TCM treatment modalities.
- Settlement of all financial obligations to the Academy.

Master of Acupuncture with Chinese Herbal Medicine Specialization

Completing the Master of Acupuncture with Chinese Herbal Medicine Specialization (MACHMS) degree program at the American Academy of Health and Wellness requires four years/12 trimesters of academic credit. In order to complete the program, students must meet the following requirements:

- Complete all required course work with at least a cumulative 2.0 or “C” average.
- Achieve at least a 70% passing grade on the Academy’s Comprehensive Exit Examination.
- Complete Clinical Practice requirements for patient treatments: a minimum of 360 total patient treatments, including a minimum of 72 new-patient treatments, utilizing TCM treatment modalities
- Settlement of all financial obligations to the Academy

Admission Procedures

Application

Students may apply for admission at any time of the year, and may begin their studies at the beginning of any trimester. The following documents must be submitted for application:

1. Completed Application for Admission Form. (See pages 63/64 of Catalog. Application forms may also be submitted electronically by visiting www.acupunctureschoolusa.com and clicking on “Apply Now”. On the Application Procedure page, scroll down to Our Campus and click on “Application”, or click on “Apply for Application” under Academics.
2. A letter stating applicant’s personal, educational and professional goals, with reasons for wishing to attend the American Academy of Health and Wellness.
3. Official transcripts from post-secondary institution(s) attended, indicating satisfactory completion of a minimum of two years’ post-secondary education.

Students who have completed their education in another country must have their foreign credentials evaluated by a recognized 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 the Academy’s Admissions Office from the evaluation agency. Received transcripts will then be evaluated on a course-by-course basis.

4. Two letters of recommendation.
5. English Proficiency Requirement: English is the language of instruction for all classes at AAHW. For those whose native language is not English, please refer to the detailed information in the section, “International-Student Applications”, below.
6. Application fee of \$50.00. This application fee is non-refundable.

In addition to the documents required for admission, as noted above, a school official must personally contact the applicant and conduct a face-to-face, telephone, or electronic-device interview with him/her before the applicant will be formally accepted.

Applicants to the Academy’s Master’s degree programs will be notified in writing as to the decision of the Admissions Office, whether their application has been accepted or denied.

International-Student Applications

Students who have completed their education in another country must have their foreign credentials evaluated by a recognized 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. Secretary of Education.
3. At least two years (60 semester credits or 90 quarter credits) undergraduate-level or graduate-level education demonstrably delivered in English.

Admission Procedures

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.

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.



Admission Procedures

Admission Policy

To be eligible for admission to the Master degree program in acupuncture and Oriental medicine at the American Academy of Health and Wellness, applicants must have completed at least two academic years (60 semester credits or 90 quarter credits) of education at the baccalaureate level that is appropriate preparation for graduate level work, or the equivalent (e.g., certification in a medical profession requiring at least the equivalent training of a registered nurse or a physician's assistant) from an institution accredited by an agency recognized by the U.S. Secretary of Education. The cumulative grade point average for the minimum required admission credits must be 2.0 or better. Of the 60-semester-credits or 90-quarter-credits, 20 semester credits or 30 quarter credits must have been taken in general education courses. These general education courses need to be in the following five categories: humanities, communications, social sciences, mathematics and natural sciences. Applicants must furnish two letters of recommendation from people who are in a position to evaluate the applicant's general character, academic abilities, perseverance, and determination to pursue a career in Oriental medicine.

A maximum of 30 semester credits or 45 quarter credits (or 50%) of the prerequisite education requirement of 60 semester hours/90 quarter hours may be earned through the following assessment techniques: the College Scholarship Services Advanced Placement examinations, the College Scholarship Service' (CLEP) College Level Examination Program examinations, the American College Testing PEP (Proficiency Examination Program) examinations, the U.S. Armed Forces Institute, and the Defense Activity for Non-Traditional Educational Support tests. Equivalency credit for corporate and military training may be assigned according to the recommendations established by the American Council on Education in the National Guide to Educational Credit for Training Programs and the Guide to the Evaluation of Educational Experience in the Armed Forces.

Credit Transfer

The Academy welcomes students who wish to transfer credits from other educational institutions. Transcripts or course evaluations must be sent directly from the educational institution or evaluating agency to AAHW's Admissions Office. Students who wish to transfer prior-education credits into AAHW's programs should arrange to do so during the admissions process and should complete the process during their first trimester at AAHW. In order for the Academic Dean to consider approval of transfer credits for courses taken at other, accredited institutions at the baccalaureate level or above, a grade of "C" or grade point of 2.0 or a score of 70% is required in each course. AAHW does not grant transfer credits based on vocational or life experience.

Transfer credits may be granted based on a careful assessment of previous course work according to AAHW's course requirements. Students may be required to take a challenge exam before credit can be awarded, under the following circumstances: If course credit was earned more than five years prior to admission to AAHW, the student will be required to take a challenge exam to demonstrate that they have retained course content and competencies. If a course has been taken within the previous five years, but the Academic Dean is not satisfied that the requested transfer course is a match for the equivalent AAHW course, the student will be required to take a challenge exam in the equivalent AAHW course. Students do not have to pay regular tuition for transferred credits, but must pay credit-transfer and/or challenge exam fees. Fees for transfer-credits and challenge exams will be charged at the current institutional rate (see "Tuition and Fees", below).

Transferring credits into the program may reduce the time it takes to complete the program, depending on how many credits are transferred in. However, students must complete at least one half (50%) of their total credits in the Academy's curriculum. No more than 50% of total program requirements will be accepted as transfer credits. Of that 50%, no more than 25% of program clinical training requirements will be accepted as transfer credits.

Financial Information

The American Academy of Health and Wellness strives to provide a high-quality education at a reasonable cost to students. Tuition is based on the number of credits taken.

Tuition and Fees*

Application Fee	\$50
Foreign Student Application	\$100
Registration	\$35
Late Registration Fee (additional)	\$50
Tuition per Credit	\$325
Independent Study Fee	\$75 (per credit)
Transfer-Credit Fee per Course	\$50
Graduation Fee	\$100
Malpractice Insurance Fee (per trimester)	\$100
Late Drop/Add Fee	\$35
Make-up Exam Fee	\$50
Withdrawal Fee	\$100
Maintain Active Status Fee	\$75 (per trimester)
Charge for Returned Check	\$35
Official Transcript Fee	\$25
Diploma Fee	\$25
Challenge Exam Fee (per credit)	\$50
Challenge Exam Processing Fee	\$50
Late Payment	\$150

**Tuition and fees are subject to change with sixty (60) days' notice.*

Students are required to pay tuition and fees as applicable. Students may purchase textbooks, materials, or other supplies from AAHW, but are not required to do so.

Tuition statements are due upon receipt. Financial aid recipients are considered to have paid their tuition bill if their pending financial aid disbursement will cover their tuition. Financial aid recipients whose loan disbursement does not cover their entire tuition bill, and self-pay students who cannot pay the balance due upon receipt of their statement have the option of settling their balance due by installment payments. Students who wish to pay in installments must submit a Tuition Payment Plan to the Registrar which states the amount(s) and date(s) of each installment payment. The entire tuition bill must be paid within the enrollment period for which it is due. Overdue balances based on a Payment Plan are subject to an interest charge of 1% per month, beginning the month after the due date, and applied to the overdue amount only.

Federal Financial Aid

The Academy participates in the William D. Ford Federal Direct Student Loan Program (DSL Program), and disburses federal Department of Education Title IV funds. Students who request federal financial aid through the Academy's Financial Aid Office may qualify for subsidized, unsubsidized, or Graduate Plus loans, depending on the student's circumstances and Department of Education criteria. Subsidized loans are based on financial need, while unsubsidized and Graduate Plus loans are available to students regardless of financial need. Dollar amounts available through the DSL program as well as the interest charged and origination fees are determined annually by the U.S. Department of Education and are subject to change.

Students who wish to apply for federal financial aid should discuss the application process with the Academy's Financial Aid Administrator, who can help students with the application process, as well as supplying current information on interest rates, loan amounts, USDE requirements, etc. Financial aid funds are typically disbursed at the beginning of each school trimester. To apply for and receive federal financial aid, students must be enrolled at least half-time (8 credits), and maintain satisfactory academic progress.

Refund Policy

Each student who applies to matriculate in the Academy's Master's degree program shall be notified of acceptance/rejection in writing. Matriculating students must sign a Student Enrollment Contract. Notwithstanding anything to the contrary, if a student gives written notice of cancellation within five business days of the execution of the Student Enrollment Contract a complete refund, with the exception of the Application Fee, will be given regardless of whether or not the program has started. If a student gives written notice of cancellation after five business days of the execution of the Student Enrollment Contract, but before the start of the program, any tuition, fees, or other charges paid will be refunded to the student, with the exception of the Application Fee, which will be retained by the school. (*Wisconsin residents see Catalog Addendum pg 66.*)

Written notice of cancellation of the Enrollment Contract shall take place on the date the letter of cancellation is emailed or postmarked, or, if 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 student within 30 business days of receipt of such notice.

AAHW's refund policy is not linked to any student-conduct policy.

Once a student is enrolled, and has attended at least one class, the school's refund policy is based on the last date of student attendance, and linked to the Registration Form, which is a subset of the Student Enrollment Contract. Like the Enrollment Contract, a Registration Form is considered a binding contract once it is signed by the student.

Withdrawal Refunds:

Withdrawal is defined as ceasing to attend all courses a student registered for. (*See "Withdrawals" pg 45.*) Once a last date of attendance has been determined, refund amounts (if any) will be calculated based on the last date of attendance. For self-pay students, tuition refunds will be sent to the student's address of record within 30 business days. For financial aid recipients, tuition refunds are generally returned to the loan originator.

Dropped Class Refunds:

Once a Registration form has been submitted to the Registrar, any changes to a student's class schedule must be submitted to the Registrar as an Add/Drop request. Add/Drop requests may be submitted on a paper form or *via* email. There is no charge for Add/Drop adjustments submitted through the first week of classes, but Add/Drop requests which are submitted after the first full week of classes are subject to a late fee of \$35.

Refunds for dropped classes depend on the amount of time which has elapsed since the first day of the semester (not the first day the class was held). Example: Classes start Monday, May 2. You attend your first Pathology class on Thursday, May 5 and decide to drop it. You must drop it no later than Monday, May 9 to obtain a full refund.

The following refund schedule indicates the tuition amount refunded based on the number of days which have passed since the beginning of classes:

One week (1-7 days) elapsed = 100% refund
Two weeks (8-14 days) elapsed = 75% refund
Three weeks (15-21 days) elapsed = 50% refund
Four weeks (22-28 days) elapsed = 25% refund
NO REFUND AFTER THE FOURTH WEEK

Refund Policy for Wisconsin residents: page 66

Student Facilities and Services

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. Students learn first through 180 hours of 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 students, nor does AAHW 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.

Master's program students are required to take two courses which are specifically designed to prepare them to develop a successful acupuncture practice: *Practice Management*; and *Ethics, Legal & Professional Issues*.



Faculty

Administrative Faculty Members:

President:

Xiping Zhou received his Bachelor's degree and Master's 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.

Academic Dean:

Yubin Lu received his medical training at the Shandong University of Traditional Chinese Medicine, earning a Bachelor's degree, Master's degree, and Ph.D. degree in traditional Chinese medicine. He has served as an Associate Professor and Associate Dean at Shandong University of Traditional Chinese Medicine. In the U.S., Dr. Lu served as the Academic Dean at the American Academy of Acupuncture and Oriental Medicine for fifteen years, and as a professor at the Oregon College of Oriental 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 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.

Clinic Director:

Dona McGlennen graduated from the University of Minnesota with a B.A. degree in psychology. She graduated from Minneapolis Community College as an R.N., and obtained a Nurse Practitioner degree from the College of St. Catherine. Dr. McGlennen received a Master's degree and a Doctorate degree in Acupuncture and Oriental Medicine from the American Academy of Acupuncture and Oriental Medicine. Dr. McGlennen is a licensed acupuncturist, and maintains a small acupuncture practice in addition to sharing her extensive knowledge and experience with students as a clinic supervisor at AAHW.

Resumes for all current faculty members may be accessed on the "Faculty" page of AAHW's website: www.acupunctureschoolusa.com . Scroll to the bottom of the Home page. Under "Academics", click on "Faculty."

Governance and Administration

Board of Directors

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

Advisory Board

Michelle Brogunier, MD
Lindsay Engelke, PhD, LAc
Qin Yan, LAc
Danielle May, MD
Sharon Hirsch, MD

Administration

President: Xiping Zhou MD (China), LAc
Chief Operating Officer: Bruce Sun, MSOM, LAc
Campus Director: Leila Nielsen, BS
Academic Dean: Yubin Lu, PhD(China), LAc
Clinic Director: Dona McGlennen, MSAOM, DAOM, L.Ac
Financial Aid Officer: Cate Larson
Student Registrar: Tiffany Yang, MSAOM
Admissions Officer: Ashford Kroll, MSAOM
Librarian: Christina Determan, MLIS



Trip to China

AAHW 2022-2023 Academic Calendar

2022

Winter Trimester

Monday	January 3	Classes begin
Sunday	April 12	Last class day
Monday-Sunday	April 11-17	Final Exams

Summer Trimester

Monday	May 2	Classes begin
Sunday	August 7	Last class day
Monday-Sunday	August 8-14	Final Exams

Autumn Trimester

Tuesday	September 6	Classes begin
Monday	December 12	Last class day
Tuesday-Monday	December 13-19	Final Exams

2023

Winter Trimester

Monday	January 2	Classes begin
Sunday	April 9	Last class day
Monday-Sunday	April 10-16	Final Exams

Summer Trimester

Monday	May 1	Classes begin
Sunday	August 6	Last class day
Monday-Sunday	August 7-13	Final Exams

Autumn Trimester

Tuesday	September 5	Classes begin
Monday	December 11	Last class day
Tuesday-Monday	December 12-18	Final Exams

Legal Holidays — No Classes, AAHW Offices & Clinics Closed

	2022	2023
New Year's Day	January 1	January 1
Memorial Day	May 30	May 29
Independence Day	July 4	July 4
Labor Day	September 5	September 4
Thanksgiving Day	November 24	November 23
Christmas Day	December 25	December 25

American Academy of Health and Wellness

Application For Admission

1. Name: _____ Male _____ Female _____
Last First Middle Other _____

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 (circle one): White, non-Hispanic Asian / Pacific Islander
Hispanic American Indian / Alaska Native Black, non-Hispanic Ethnicity Unknown

7. Please checkmark your choice:

Status: Full-time _____ Part-time _____ Non-diploma student _____
Beginning: Winter 2022 _____ Summer 2022 _____ Fall 2022 _____
Winter 2023 _____ Summer 2023 _____ Fall 2023 _____

8. List all educational institutions that you have attended since high school in chronological order.

Institution	Dates attended	Degree and date	Major field of study

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

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

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 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 you are asking to send letters of recommendation. These letters should be sent directly to AAHW

16. Personal statement. Please write a five-hundred-word essay (on a separate sheet) about yourself and why you want to attend AAHW.

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 letter stating your personal educational and professional goals including your reasons for wishing to attend the American Academy of Health and Wellness.
- C. Application fee of \$50.00. Foreign Student Application \$100.00. Non-refundable.
- D. Official transcript from all post-secondary institutions attended (sent directly to AAHW from the institutions).
- E. Two letters of recommendation.
- F. Foreign students: Transcripts from foreign institutions must be evaluated by a NACES member before submission. You must submit the results of a recognized English-language assessment test if English is not your native language.

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

Signature _____ Date _____



CODE OF ETHICS

As a Diplomate of the NCCAOM®,
I hereby pledge my commitment to the following principles:

Respect the rights, privacy and dignity of my patients and maintain confidentiality and professional boundaries at all times.

Treat within my lawful scope of my practice and training and only if I am able to safely, competently and effectively do so.

Allow my patients to fully participate in decisions related to their healthcare by documenting and keeping them informed of my treatments and outcomes.

Accept and treat those seeking my services in a fair and nondiscriminatory manner.

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 to maintain excellence and high ethical standards in our profession.

Support my medicine's access to all people and its growth in the broad spectrum of U.S. health care.

Assist in the professional development and advancement of my colleagues.

Participate in activities that contribute to the betterment of my community.



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Wisconsin Residents: BUYER'S RIGHT TO CANCEL / REFUND POLICY

MASTER's Program:

Each individual who applies to the American Academy of Health and Wellness for acceptance to the Master's degree program shall be notified of acceptance or rejection in writing. Each matriculating student must sign a Student Enrollment Contract.

Cancellation:

If a student 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 for which a student is registered. A student who withdraws or is dismissed after attending at least one class, but before completing 60% of the instruction in the current enrollment period, is entitled to a pro-rata tuition refund based on the completed days of instruction as of the student's last date of attendance. The pro-rata refund is based on days in attendance, out of the total trimester period of 105 days.

<u>Days in Attendance/Percentage of Trimester</u>	<u>Percentage of Tuition Refunded</u>
Day 1 – 11 (10%)	90% refund
Day 12 – 21 (20%)	80% refund
Day 22 – 32 (30%)	70% refund
Day 33 – 42 (40%)	60% refund
Day 43 – 53 (50%)	50% refund
Day 54 – 63 (60%)	40% refund
Day 64 – 105	

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.