2016-17
Student Manual

- MASTER OF ACUPUNCTURE AND ORIENTAL MEDICINE
- FIRST PROFESSIONAL DOCTOR OF ACUPUNCTURE AND ORIENTAL MEDICINE
- CLINICAL SPECIALTY DOCTOR OF ACUPUNCTURE AND ORIENTAL MEDICINE
<table>
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<tr>
<th>Issue</th>
<th>Contact</th>
<th>Name</th>
<th>Telephone</th>
<th>Email</th>
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</thead>
<tbody>
<tr>
<td>Address Changes</td>
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<td>492-3011</td>
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<tr>
<td>Academic Advising</td>
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<td></td>
<td></td>
<td>Lesley Hamilton</td>
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</tr>
<tr>
<td>Student Billing (invoices)</td>
<td>Financial Services Assistant</td>
<td>Katherine Peters</td>
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<td><a href="mailto:kpeters@aoma.edu">kpeters@aoma.edu</a></td>
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<tr>
<td>Business Cards</td>
<td>Dir. of Marketing and Outreach</td>
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<td><a href="mailto:rdavidson@aoma.edu">rdavidson@aoma.edu</a></td>
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<tr>
<td>Career Support</td>
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<td><a href="mailto:jaziz@aoma.edu">jaziz@aoma.edu</a></td>
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<tr>
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<tr>
<td>Classes - New Student Registration</td>
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<td></td>
<td></td>
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<tr>
<td>Classes - Schedule</td>
<td>[<a href="http://aoma.edu/students/registrar/cou">http://aoma.edu/students/registrar/cou</a></td>
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<td>Clinic - Absences</td>
<td>Clinic Receptionist</td>
<td>Multiple</td>
<td>N: 467-0370</td>
<td><a href="mailto:clinic.absent@aoma.edu">clinic.absent@aoma.edu</a></td>
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<td></td>
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<td>S: 693-4373</td>
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<td>Clinic Receptionists</td>
<td>Multiple (North &amp;</td>
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<td><a href="mailto:AOMA-clinicstaff@aoma.edu">AOMA-clinicstaff@aoma.edu</a></td>
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<td></td>
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<tr>
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<td>Help Desk</td>
<td>877-315-</td>
<td><a href="mailto:help@hctechguys.com">help@hctechguys.com</a></td>
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<tr>
<td>EBSCO Database</td>
<td>Librarian</td>
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<td>Graduation Ceremony</td>
<td>Director of Continuing Education and Institutional Effectiveness</td>
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<td>Housing Opportunities Listings</td>
<td>Admissions</td>
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<td>Licensing</td>
<td>Registrar</td>
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<tr>
<td>Lost and Found</td>
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<td>New Student Mentoring</td>
<td>Director of Student Services and Professional Growth</td>
<td>Julia Aziz</td>
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<td>Repair Requests</td>
<td>Facilities Manager</td>
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<td>Scholarships</td>
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<td>Student Association</td>
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<td>Student Organizations</td>
<td>Director of Student Services and Professional Growth</td>
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<td>Student Issues (personal, emotional, misconduct)</td>
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<td>Study Spaces/Student Lounge</td>
<td>Facilities Manager</td>
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<td>492-3011</td>
<td><a href="mailto:kborthwick@aoma.edu">kborthwick@aoma.edu</a></td>
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</table>
Letter from the President

Dear Student Learner,

As my predecessor, Dr. Will Morris, has described, “Chinese medicine is a noble path, one that enlivens, enriches, and gives meaning to life.” AOMA Graduate School of Integrative Medicine is an amazing community that actively lives its Mission of transforming lives and communities, within our School and across the world. We are privileged to support your success and want to extend a heartfelt welcome and thank you for choosing to advance yourself and the field of Oriental and Integrative Medicine through practice and study.

It is an exciting time to be in this profession. Society needs medical practitioners who are empowered from a holistic and integrative standpoint to improve patient care and clinical outcomes. Further, the mainstream healthcare system increasingly accepts acupuncture and herbal medicine. AOMA’s strategy includes leadership in integrating mainstream healthcare with Oriental Medicine, providing a more coordinated care model that benefits the patient and enhances practice opportunities for our students and alumni.

We take our job seriously. The administrative team, faculty body, and student body alike are committed to furthering our Mission and embodying AOMA’s core values in our daily work and care for others. Our promise to each student is to create an excellent study environment, ensure world-class faculty, and provide the support needed for your success as both a student and a graduate. AOMA also recognizes the importance of intellectual challenge and personal growth to students’ individual development. Towards this path we provide this manual as a guide, along with an administrative body that is professional, courteous, and caring to aid you in your transformation from student to practitioner.

Sincerely,

Betty Edmond, M.D.
President and CEO
AOMA Graduate School of Integrative Medicine
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General Information

Vision
AOMA’s vision is to be a leader in Oriental medicine education by engaging our communities and by preparing compassionate and skilled practitioners who embody the art and spirit of healing.

Mission
The mission of AOMA is to transform lives and communities through education, patient care, leadership, and research in Oriental and other integrative medicines.

Core Values
We recognize that the outcomes we produce result from the collective activities of the AOMA community and we are committed to activities that are consistent with the following core values:

- **Sustainability**: Our programs and community engagements are sustainable and effective.
- **Integrity**: We do what we say we will do. In our communication we are honest and complete.
- **Inspiration**: We are called into action by a spirit of purposeful aliveness.
- **Flexibility and Openness**: We conscientiously choose our actions in consideration of all the parties involved.
- **Professionalism**: In all that we do we are impeccable, clear and complete.
- **Compassion and Service**: In word and action, we look for opportunities to benefit others.

The MAcOM Program

MAcOM Purpose
The purpose of the master of acupuncture and Oriental medicine at AOMA is to educate and graduate competent Oriental medical practitioners who are eligible to practice.

MAcOM Educational Objectives
Graduates of AOMA’s master of acupuncture and Oriental medicine (MAcOM) program will:

- Have the knowledge base necessary to enter the profession,
- Practice professional behaviors and values,
- Provide patient-centered care,
- Incorporate evidence and experience based practices,
- Participate in collaborative patient care.

MAcOM Program Learning Outcomes
MAcOM graduates will demonstrate the ability to:

1. Collect and analyze diagnostic data, determine disease diagnoses, and distinguish syndrome pattern differentiations.
2. Construct acupuncture and Chinese herbal treatment plans according to the principles of Oriental medicine, safely and effectively perform Oriental medical treatments, prescribe herbal and dietary remedies, and provide patient instruction.
3. Perform biomedical assessments, analyze laboratory reports, explain reports to patients, identify pathologies and red flags, and utilize biomedical knowledge in context of Oriental medical practice.
4. Communicate professionally, chart accurately and completely, seek guidance and evaluation, perform self-evaluation, and practice legally and ethically.
5. Collaborate with patients on health care design, consider patients’ unique circumstances, provide lifestyle recommendations, and demonstrate motivating patients for treatment compliance through shared decision making.
6. Perform literature reviews, record and compare initial assessments and outcome measures, and utilize evidence and experience to inform clinical decision-making.
7. Collaborate with colleagues for best possible patient care, communicate with other health care practitioners, and demonstrate commitment to the team and to patient outcomes.

Introduction to Chinese Medicine
Purpose
The purpose of the introduction to Chinese medicine is to provide the opportunity for students to learn about the fundamental aspects of traditional Chinese medicine.

Overview
Designed for people who are interested in learning the fundamentals of Chinese medicine without committing to a four-year graduate program, this series introduces the basic concepts, theories, and methods that underlie the practices of acupuncture and Chinese herbal medicine. While not enrolled in the degree program, students in the introductory series take courses alongside our master’s degree students, have access to the same high-quality education, and are held to the same classroom standards.

Students in the introductory series can receive credit for the courses they complete and, if they wish to do so at a future date, may apply for conversion to the full master’s degree program. Though the introductory series for non-degree seeking students does provide a more in-depth understanding of Chinese medicine, it does not prepare students to be eligible for licensure as professional practitioners.

Traditional Chinese Herbal Medicine Certificate Program
Purpose
The primary purpose of the traditional Chinese herbal medicine certificate program is to provide graduates of masters of acupuncture programs the herbal competency necessary for licensure in many states, including Texas. Its secondary purpose is to provide non-AOM practitioners the opportunity to learn about and apply Chinese herbal medicine in their healthcare practice.

Overview
Designed for individuals who have already completed a degree in acupuncture at an ACAOM accredited school, but who need additional instruction in Chinese herbal medicine for professional licensure, the Traditional Chinese Herbal Medicine Certificate Program offers access to AOMA’s renowned herbal studies curriculum and faculty.

Students enrolled in the Traditional Chinese Herbal Medicine Certificate Program take classes alongside traditional master’s students and are eligible to take the NCCAOM board exam in Chinese herbal medicine upon completion of their studies.

This certificate program is also available to other non-AOM healthcare providers, although additional coursework may be necessary such as the TCM foundations and diagnostic course series. Eligibility for financial aid for this certificate program is dependent on each individual’s personal status. Please contact the director of financial aid.

THE DAcOM Program
DAcOM Purpose
The purpose of AOMA’s first professional doctor of acupuncture and Oriental medicine program is to graduate doctoral-prepared practitioners to serve society in the field of acupuncture and Oriental medicine.

DAcOM Educational Goals
Graduates of AOMA’s Doctor of Acupuncture and Oriental Medicine (DAcOM) program will:
- Have the knowledge base necessary to enter the profession
- Practice professional behaviors and values
- Provide patient-centered care
- Incorporate evidence and experience based practices
- Participate in collaborative patient care
- Demonstrate skills of practice-based learning and improvement
- Demonstrate skills of systems-based practice

DAcOM Program Learning Outcomes
DAcOM graduates will:
1. Demonstrate all the competencies of the MAcOM.
2. Be qualified to become a licensed practitioner of acupuncture and Oriental medicine.
3. Create, implement, and assess outcomes of a problem-based learning and quality improvement plan.
4. Participate in integrative models of health care.

THE DAOM Program
DAOM Purpose
The purpose of the doctoral program in acupuncture and Oriental medicine at AOMA is to prepare qualified practitioners and leaders in the care and management of patients with pain and its associated psychosocial phenomena through advanced integrated approaches.

DAOM Educational Goals
The goals of the DAOM program are to:
- Produce advanced clinic practitioners in clinical specialty of care and management of pain and associated psychosocial phenomena
- Develop Oriental medical scholarship in the USA by creating advanced clinical specialists who are also researchers, educators, collaborators, and leaders.
- Advance the profession into the healthcare community by creating collaborative relationships.
- Add to the evidence-base of the medicine through scholarly work.

DAOM Program Learning Outcomes
Upon completion of the DAOM program, graduates will be prepared to:
1. Integrate Chinese and biomedical concepts in the provision of evidence-based care.
2. Employ systems-based practice.
3. Conduct research that contributes to the evidence base of the discipline.
4. Demonstrate behaviors to fulfill professional, leadership and teaching roles.
5. Demonstrate a commitment to lifelong learning.
Map of Campus
## General Information

### Campus/Clinic Addresses

**Main Campus**

| Address          | 4701 West Gate Blvd.  
|                 | Austin, TX 78745       |
| Website          | [www.aoma.edu](http://www.aoma.edu) |
| Phone            | 512-454-1188           |
| Fax              | 512-454-7001           |
| General Email    | info@aoma.edu         |

**North Clinic**

| Address          | 2700 W. Anderson Ln., Ste. 512  
|                 | Austin, TX 78757             |
| Website          | [www.aomaclinics.com](http://www.aomaclinics.com) |
| Phone            | 512-467-0370                |
| Fax              | 512-454-8846                |
| Email            | AOMA-clinicstaff@aoma.edu   |

**South Clinic**

| Address          | 4701 West Gate Blvd., Bldg. A  
|                 | Austin, TX 78745             |
| Website          | [www.aomaclinics.com](http://www.aomaclinics.com) |
| Phone            | 512-693-4373                |
| Fax              | 512-492-3098                |
| Email            | AOMA-clinicstaff@aoma.edu   |

**AOMA Herbal Medicine North**

| Address          | 2700 W. Anderson Ln., Ste. 504  
|                 | Austin, TX 78757             |
| Website          | [www.aoma.edu/herbalmed](http://www.aoma.edu/herbalmed) |
| Phone            | 512-323-6720                |
| Fax              | 512-454-4042                |
| Email            | AOMA-ahmstaff@aoma.edu      |

**AOMA Herbal Medicine South**

| Address          | 4701 West Gate Blvd., Bldg. B  
|                 | Austin, TX 78745             |
| Website          | [www.aoma.edu/herbalmed](http://www.aoma.edu/herbalmed) |
| Phone            | 512-693-4372                |
| Fax              | 512-693-7177                |
| Email            | AOMA-ahmstaff@aoma.edu      |
General Information

AOMA Personnel

The President’s Cabinet
President, CEO
DAOM Program Director
VP of Academics and Accreditation and MAcOM/DAcOM Program Director
VP, Faculty
Interim CFO

Betty Edmond, MD
John S. Finnell, ND, MSAOM, MPH
Lesley Hamilton, LAc, MSOM, MACM
Qianzhi (Jamie) Wu, MD, PhD (China)
Linda Fontaine, MAcOM, CPA

Administrative Staff
Dean of Students & Academic Advisor
Academic Advisor
Registrar
Academic Assistant
Librarian
Clinic Business Director
Clinic Assistant Manager
Benefits and Compensation Coordinator
Director of Admissions
Admissions Coordinator
Finance Coordinator
Director of Financial Aid
Financial Services Assistant
Director of Student Services & Professional Growth
Director of Marketing and Outreach
Facilities Manager
Director of Cont. Ed. & Institutional Effectiveness

Robert Laguna, LAc, MSOM
Lesley Hamilton, LAc, MSOM, MACM
Kristen Borthwick, BA
Gabrielle Loehr, BA
David York, MLIS
Stephanee Owenby, BA
Michelle Smith
Danielle Manor
Greg Green, BS
Kasey Nichols, BA
Allison Nickle, BA, BSN
Estella Sears, BA
Katherine Peters
Julia Aziz, LCSW
Rob Davidson, BA
Pedro Carrion
Cara Edmond, LMSW

Dean and Academic Directors
Dean of Academics
Department of AOM
Department of Biomedical Sciences
Department of Clinical Studies
Department of Research
Department of Herbal Medicine

Yuxin He, PhD, MD (China), LAc
Qianzhi Wu, LAc, PhD, MD (China), LAc
Raja Mandyam, MD (India), FRCP (London)
Jing Fan, PhD, MD (China), LAc
John S. Finnell, ND, MSAOM, MPH, LAc
Yaoping Song, PhD, MAcOM, LAc
General Information

Accreditation and Affiliations
AOMA is accredited by the Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM) and by
the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award masters and
doctoral degrees. AOMA’s master’s degree program is accredited by the Accreditation Commission for
Acupuncture and Oriental Medicine (ACAOM). The Doctor of Acupuncture and Oriental Medicine (DAOM)
program of the AOMA Graduate School of Integrative Medicine has been admitted to Candidacy status by the
Accreditation Commission of Acupuncture and Oriental Medicine (“ACAOM”) and is in the process of seeking
accreditation. ACAOM is located at 8941 Aztec Drive, Eden Prairie, Minnesota 55347; phone (952) 212-2434; fax
(952) 657-7068. AOMA is approved by the Texas and California Acupuncture Boards. The Texas Higher
Education Coordinating Board has granted a Certificate of Authorization to AOMA to award the master’s and
doctoral degrees. (Please see the inside front cover for the full, legal statements concerning these authorizations.)
AOMA’s Asian bodywork therapy courses are approved by the American Organization for Bodywork Therapies
of Asia (AOBTA®).

AOMA is certified by the U.S. Department of Education to participate in the Title IV Federal Student Aid (FSA)
program. AOMA’s FSA funds are provided by the William D. Ford Federal Direct Loan Program (also known as
the Stafford/Ford Loan). AOMA’s graduate program is approved by the Veteran’s Administration for education
benefits under the Post 9/11 and Montgomery G.I. Bill programs. AOMA is also an approved vendor by the Texas
Department of Assistive and Rehabilitative Services (DARS).

AOMA maintains a number of institutional memberships including: the Council of Colleges of Acupuncture and
Chinese Medicine (CCAOM), the Texas Association of Acupuncture and Oriental Medicine (TAAOM), the
American Association of Acupuncture and Oriental Medicine (AAAOM), the Society for Acupuncture Research,
and the American Botanical Council.

National Certification
AOMA senior students and alumni are qualified to sit for the national board examinations administered by the
National Certification Commission for Acupuncture and Oriental Medicine (NCCAOM). Most states require the
NCCAOOM certification for licensure.

California Option
In order to be eligible to take the California Licensure Examination, graduates who enrolled in the program after
January 1, 2005 must also have completed 15 credits in basic sciences, as follows: three credits each in these
courses (either as pre-requisite to admission, or as electives prior to graduation) – general biology, chemistry
(including organic and biochemistry), general physics (including a survey of biophysics), general psychology, and
pathology. The academic advisors maintain a list of courses available at Austin Community College that
satisfies this requirement for students who have not already satisfied it upon admission. Once completed, these courses
will be listed on a student’s transcript as “T” under the California Option.

Policy of Nondiscrimination
It is the policy of AOMA to provide an educational and working environment that provides equal opportunity to
all members of the AOMA community. In accordance with federal and state law, AOMA prohibits unlawful
discrimination, including harassment, on the basis of race, color, religion, national origin, age, disability,
citizenship, and veteran status. Pursuant to AOMA policy, this policy also prohibits discrimination on the basis of
sexual orientation. To read the full statement of AOMA’s policy of nondiscrimination, please see General
Appendices—B.

ADA/ADAAA and Section 504 of the Rehabilitation Act – Disability Accommodation for
Employees
It is the policy of AOMA to provide equal access and opportunity to employees, applicants, students, and otherwise qualified persons with disabilities in compliance with Section 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act (ADA) of 1990, and ADA Amendments Act (ADAAA) of 2008. AOMA prohibits discrimination on the basis of disability in all aspects of the application process and the employment relationship.
Student Services

Mission
Through the provision of high quality services which promote an integrated learning experience that helps students reach their educational, personal, and professional aspirations, AOMA’s student services department is dedicated to supporting the institution’s mission of transforming lives and communities.

Student Services Philosophy
AOMA promotes learning beyond the classroom and clinic. The student services department supports students academically, emotionally, and socially in their development as ethical, caring, and knowledgeable healthcare professionals. Increasing peer leadership, promoting professional values, and encouraging self-understanding are essential to helping students achieve their goals. Consistent with the medicine, AOMA considers professional development as a holistic enterprise that flourishes when connections are created among the members of the learning community.

Student Services Objectives

1) Students have the knowledge and skills to set up a successful practice.
2) Students successfully navigate the course sequences and graduate on time through academic degree advising.
3) Students who are at-risk of academic failure, on probation or on suspension successfully return to good academic standing and complete the program.
4) Students with learning disabilities and special needs overcome barriers and achieve retention to graduation equal to the student body as a whole.
5) Students have the skills to manage life crises in order to successfully complete their degree.
6) Students participate in campus organizations and leadership development.

Staff Support

Admissions and Student Services
Betty Edmond, President and CEO
512-492-3006
bedmond@aoma.edu

The president and CEO creates the model of student development at AOMA and ensures all staff members are working to achieve the goals of the department. She is always willing to meet with students regarding their concerns, ideas and issues.

Student and Career Services
Julia Aziz, Director of Student Services and Professional Growth
512-492-3024
jaziz@aoma.edu

The Director of Student Services and Professional Growth provides a supportive and positive presence on campus, while offering AOMA students guidance about a myriad of subjects including career and
professional development, school-life balance, peer-to-peer connections, and study abroad opportunities. She manages various aspects of student services including student organizations, brown bag seminars, the China Study Tour, and career support. She is always willing to meet with students regarding their concerns, ideas, and issues.

Admissions

**Greg Green**, Director of Admissions
512-492-3017
ggreen@aoma.edu

**Kasey Nichols**, Admissions Coordinator
512-492-3013
admissions@aoma.edu

The goal of the Admissions Department is to ensure that all new students have the potential to succeed at AOMA. In addition to providing support throughout the application process, the admissions staff also hosts new student orientation sessions, facilitates advising & registration appointments during the first term, and hosts cohort meetings during students’ first year at AOMA. The admissions staff also issues student ID’s and clinic name tags, and maintains information about housing and health resources for students relocating to Austin to attend AOMA.

Dean of Students

**Robert Laguna**, Dean of Students & Academic Advisor
512-492-3010
rlaguna@aoma.edu

The Dean of Students supports each student in his or her pursuit of academic excellence and personal development, while emphasizing the values of integrity, inspiration, flexibility, openness, professionalism, compassion, and service. The Dean of Students provides both academic advising and degree planning, organizes tutoring and academic support services, and oversees academic remediation and the student grievance process.

Academic Advisors

**Lesley Hamilton**, Program Director & Academic Advisor
512-492-3040
lhamilton@aoma.edu

**Robert Laguna**, Dean of Students & Academic Advisor
512-492-3010
rlaguna@aoma.edu

Advisors are available to help students plan their progress through the program, especially prior to registration each term. In helping students plan their term schedules, advisors consider course requirements, degree requirements, and scheduled course offerings as well as the students’ personal, family, and academic needs. It is strongly suggested that students meet with an advisor at least twice a year to ensure they are making satisfactory progress through the program. Appointments can be made by contacting the advisors directly or by contacting the clinic reception: N 512-467-0370 S 512-693-4373.

While the academic advisor is a valuable resource, the final responsibility for meeting all program requirements lies with the student. Students are strongly encouraged to speak with an academic advisor...
before making a decision that may greatly impact their progress through the program. The advisors also conduct MAcOM portfolio reviews.

Office of the Registrar

Kristen Borthwick, Registrar
512-492-3011
registrar@aoma.edu

The registrar’s office is responsible for ensuring the integrity and security of academic records while providing support services for both students and alumni. Functions of this office include maintaining course schedules and the academic calendar, coordinating registration each term, and managing the add/drop process. The registrar collects final grades each term, certifies students’ academic progress and enrollment, and issues transcripts and diplomas.

Department of Marketing and Outreach

Rob Davidson, Director
512-492-3034
community@aoma.edu

The department of marketing and outreach is committed to communicating with the institution’s various constituents (students, alumni, patients, etc.) and promoting the school and clinics through an integrative marketing plan. Functions of this office include facilitating collaborations in the community, gaining attention of the general public through advertising and marketing the institution, coordinating community classes, and maintaining the AOMA website and social media outlets.

Department of Information Technology

Hill Country Tech Guys
877-315-0788
help@hctechguys.com

AOMA’s department of information technology is committed to providing support for the school’s technology-related efforts, providing the computer infrastructure for the institution, and supporting academic and administrative programs, including student learning outcomes and the library. The IT department provides support for students accessing the CAMS system and the AOMA wireless network, assists when students experience issues with their personal computers, and provides students with computer skills remediation.
Financial Aid and Financial Services

Financial Aid
AOMA is committed to offering an affordable education, accessible to students from a variety of backgrounds. To that end, AOMA offers various forms of financial aid to new and current students including federal Direct Student Loans, Federal Work-Study, Veteran's/military education benefits, and scholarships. Interested students should contact the Financial Aid Office using the information below. For complete information regarding eligibility, financial aid policies and procedures, please see AOMA’s Financial Aid Manual.

Staff Support
Estella Sears, Director of Financial Aid
512-492-3077
escars@aoma.edu or financial.aid@aoma.edu

The Director oversees financial aid processing, advising, and regulatory compliance and is the primary VA School Certifying Official for Veteran’s Benefits. The Director is also available to help students with individual issues and concerns.

Katherine Peters, Financial Services Assistant
512-492-3007
akeith@aoma.edu or financial.aid@aoma.edu

The Financial Services Administrator is responsible for initiating and processing financial aid loans, DARS payments, and communicating directly with students regarding the financial aid process. The financial services administrator also provides financial education to current students and alumni.

Financial Services
AOMA’s finance office processes all payments of tuition and fees, creates all tax documents, and issues paychecks for students employed by AOMA. The staff members of the finance department are available at regular hours throughout the week to receive payments and to answer questions. AOMA makes tuition payment plans available to students and AOMA will make emergency loans available to students in extreme cases. The financial services administrator can help first term students who are expecting financial aid to purchase books and supplies at the AOMA Herbal Medicine bookstore on credit. The dollar amount of these purchases will then be deducted from financial aid when it arrives. For a full statement of tuition and fees and financial policies, please see the policy section of this manual.

Staff Support
Katherine Peters, Financial Services Assistant
512-492-3007
akeith@aoma.edu

The Financial Services Administrator is responsible for the collection and processing of payments (e.g. tuition, make up exams, graduation fees, transcripts, etc.), auditing student accounts, and arranging payment plans. When not available, other Finance staff in the Finance offices can take payments.

Danielle Manor, Compensation and Benefits Coordinator
512-492-3003
The Compensation and Benefits Coordinator manages human resources at AOMA including hiring, benefits, employee orientation, and payroll administration. Additionally, she manages accounts payable and processes financial aid checks to students.

**Allison Nickle**, Finance Coordinator
512-492-3018
anickle@aoma.edu

The Finance Coordinator processes accounts receivable.

**Scholarships**
AOMA awards scholarships annually to new and current students. These scholarships are awarded on the basis of academic excellence, professional promise, and academic need. In addition to these annual scholarships, there are a few national scholarships available each year to all students of Chinese medicine. AOMA maintains a list of available scholarships and application information on its website. The annual scholarships, provided through AOMA are:

The President’s Award
The President’s award is a scholarship awarded by AOMA’s President to a currently enrolled AOMA student in good academic standing. The President seeks to support AOMA students who contribute to the professional community of Chinese medicine through leadership and/or publication. Leadership activities can include involvement with national, state, or student professional associations, or participation in legislative efforts. Publication can include personal work/research published in professional journals or on the web.

AOMA Scholarship
AOMA Scholarship awards are given annually for overall excellence in Chinese medical studies. Recipients are selected based on their AOMA GPA, grades in individual subject areas, financial need, and response to the essay question.

Golden Flower Chinese Herbs Scholarship
Each year, Golden Flower Chinese Herbs generously provides AOMA with scholarship funds. These funds are awarded by AOMA’s scholarship committee to students who demonstrate academic excellence and financial need. The number of awards depends on the funds available.

**Student Employment (Federal Work-Study)**
The Federal Work-Study (FWS) program provides part-time employment to AOMA students with financial need, in order to help cover the cost of attendance. In addition to financial support, the FWS program offers relevant training that supports post-graduate student success. AOMA maintains a list of open positions on its website and announces in the student portal when a position opens up. Interested students should contact the Financial Aid Office for eligibility questions and awards. Interested job applicants should contact the hiring supervisor regarding application and questions for the specific job announcement. All hire paperwork for Federal Work-Study is conducted with the Compensation and Benefits Coordinator by appointment.
Learning Resources

Learning Resources

Learning Resource Center
The Learning Resource Center is coordinated by AOMA’s dean of students and provides space for tutoring and advising. Resources include texts, audio-visual materials, study guides, practice management, licensing, and research materials.

Tutoring Services
Current students can access tutors in biomedical sciences, acupuncture, Foundations, and Chinese herbal medicine. Tutors are advanced students or recent graduates who have shown academic aptitude in a particular subject and have demonstrated the ability to communicate their knowledge. All tutors are selected by the academic advisors and care is taken to provide support for different learning styles (visual, audio, physical). Tutors are available at no cost to AOMA students.

Students can arrange appointments with an AOMA tutor by contacting the tutor directly, requesting via website, or contacting the dean of students. Schedules and contact information for tutors are available on AOMA’s website, in the Learning Resource Center, and posted around campus.

Disability Services
Student Disability Services (SDS) provides ongoing support and educational opportunity to all qualifying students at AOMA. Accommodations are granted on an individual basis according to the academic needs of each student, based on current (within three years) documentation from a certified professional, e.g. neurologist, psychologist, certified diagnostician, and/or medical physician. Accommodations and academic support for students with disabilities may include, but are not limited to:

- extended time for tests,
- use of a computer for in-class essays,
- taking tests in the Testing Center,
- readers/scribes for tests,
- tutoring,
- academic counseling, and
- table/chair accommodations

Accommodations are made on an individualized basis according to the nature and documentation of the disability. To establish eligibility and to initiate a request for academic accommodations, students must present legible and professional documentation of the disability to the dean of students. The following are guidelines for necessary documentation based on the student’s area of disability.

Learning Disability/ADHD/ADD
- Testing administered within last three years by a licensed professional in the area of requested disability accommodation
- A narrative report including a summary of the administered testing
- Specific statement of need for accommodations based on testing result

Medical Disability
• Statement of diagnosis from a medical doctor including need for accommodations
• Specific time interval for needed accommodations if a temporary disability

Psychiatric Disability
• Statement of diagnosis from a qualified professional
• Brief report related to the diagnosed disability and recommended accommodations

Section 504 of the Rehabilitation Act of 1973 states that universities receiving federal aid must provide equality of opportunity and make reasonable accommodations for persons with disabilities. However, the university need not make accommodations that affect the quality of the programs offered or the skills and knowledge of the students in the respective programs. Any request for accommodation involving alterations in the curriculum must be reviewed and approved by the Academic Council.

Career Resources
AOMA Graduate School of Integrative Medicine is committed to supporting the success of its students and alumni as they envision, create, and grow their practices. In addition to the Practice Management coursework sequence, AOMA offers non-credit programs to support professional success. Recent offerings included specialization within the field of Oriental Medicine, financial strategies for acupuncturists, and group career coaching. The Director of Student Services and Professional Growth maintains a job board for students and alumni on AOMA’s website. This page is updated regularly and includes job opportunities sent directly from employers to AOMA as well as national job openings for acupuncturists. Additional career services include help writing resumes and cover letters, practicing interview skills, reviews of business plans, and general career counseling. For more information, please see the Director of Student Services and Professional Growth.

Acupuncture Resources
For information about programs, professional organizations, testing, and licensure for acupuncture, Oriental medicine, and Asian bodywork therapy, please contact:

<table>
<thead>
<tr>
<th>National Certification Commission for Acupuncture &amp; Oriental Medicine (NCCAOM)</th>
<th>Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM)</th>
</tr>
</thead>
<tbody>
<tr>
<td>76 South Laura St, Ste 1290</td>
<td>8941 Aztec Drive</td>
</tr>
<tr>
<td>Jacksonville, FL 32202</td>
<td>Eden Prairie, MN 55347</td>
</tr>
<tr>
<td>(904) 598-1005</td>
<td>(952) 212-2434</td>
</tr>
<tr>
<td><a href="http://www.nccaom.org">www.nccaom.org</a></td>
<td><a href="http://www.acaom.org">www.acaom.org</a></td>
</tr>
<tr>
<td><strong>Texas State Board of Acupuncture Examiners (TSBAE)</strong></td>
<td><strong>American Association for Acupuncture and Oriental Medicine (AAAOM)</strong></td>
</tr>
<tr>
<td>333 Guadalupe St., Tower 3, Ste 610</td>
<td>P.O. Box 96503 #44114</td>
</tr>
<tr>
<td>Austin, TX 78701</td>
<td>Washington D.C. 20090-6503</td>
</tr>
<tr>
<td>(512) 305-7030</td>
<td>(866) 455-7999</td>
</tr>
<tr>
<td><a href="http://www.tmb.state.tx.us">www.tmb.state.tx.us</a></td>
<td><a href="http://www.aaaomonline.org">www.aaaomonline.org</a></td>
</tr>
<tr>
<td><strong>Council of Colleges of Acupuncture and Oriental Medicine (CCAOM)</strong></td>
<td><strong>American Organization for Bodywork Therapies of Asia (AOBTA)</strong></td>
</tr>
<tr>
<td>600 Wyndhurst Avenue</td>
<td>1010 Haddonfield-Berlin Rd #408</td>
</tr>
<tr>
<td>Suite 112</td>
<td>Voorhees, NJ 08043-3514</td>
</tr>
<tr>
<td>Baltimore, MD 21210</td>
<td>(856) 782-1616</td>
</tr>
<tr>
<td>(410) 464-6040</td>
<td><a href="http://www.aobta.org">www.aobta.org</a></td>
</tr>
<tr>
<td><a href="http://www.ccaom.org">www.ccaom.org</a></td>
<td><strong>California Acupuncture Board</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Texas Association of Acupuncture and Oriental Medicine</strong></td>
</tr>
</tbody>
</table>

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Study Spaces
For quiet study, students may access the designated quiet study room located in the library. Additionally, the student lounge is available for individual or group studying 24/7 via keypad access. Classrooms are available for individual or group study when class is not in session.

Computing on Campus
The student computer lab is located in the AOMA library. PC and Macintosh computers with internet access are available during library hours. AOMA also has free, password-protected, wireless internet access available campus-wide. Students are issued access codes during new student orientation. For questions, or for general technological support, please contact the IT department at 877-315-0788 or help@hctechguys.com.

Printing and Copying
AOMA’s library has a printer networked with the library computers and a copier available for student use. Students pay 10 cents a side for both printing and copying. Copy cards can be purchased at AOMA Herbal Medicine, while payment for the printer is by cash. The new copy machine also has a scanner function that allows users to scan information to an email address without charge.

Library
The AOMA Library maintains a collection of books, journals, videos, CDs and DVDs on Eastern and Western medicine. The library holds copies of over 10,000 books, journals, and other media, which are available for use. The librarian maintains an online catalog of library materials that allows patrons universal access. Registered and matriculating students, alumni, faculty, staff, and board members receive circulation privileges without cost. The general public may purchase annual library privileges for $25.

The library maintains a periodical database contract. The EBSCO database includes two primary medical databases (Alt Health Watch and MedLine with full text), representing approximately 1700 journals and professional medical publications. Students and faculty have access online both on- and off-campus through use of a password. Passwords are given at new student orientation. For questions, please contact the librarian at 512-492-3032 or dyork@aoma.edu.

The library houses a collection of original Chinese language medical research journals and DVDs, which date from 1981, a unique component that serves to enrich AOMA’s acupuncture and Oriental medicine program focus.

To check out a book, library patrons give the library materials to the librarian on duty for processing. Circulating library materials may be renewed twice. Overdue library materials are not renewable unless the late fees are paid at the time of renewal. If material(s) are lost or damaged, the full replacement price of the item will be charged to the library patron. Library materials can be returned directly to the library during regular hours of operation.

Time allowed for checkout for MAcOM students:

| Books     | 21 days |

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Learning Resources

<table>
<thead>
<tr>
<th>Reference Materials</th>
<th>Library use only</th>
</tr>
</thead>
<tbody>
<tr>
<td>Journals</td>
<td>Library use only</td>
</tr>
<tr>
<td>Audio, video tapes, CDs and DVDs</td>
<td>21 days</td>
</tr>
</tbody>
</table>

Time allowed for checkout for DAOM students:
- **Books**: One interim period following the residency week item was checked out
- **Reference Materials**: Library use only
- **Journals**: Library use only
- **Audio, videotapes, CDs and DVDs**: One interim period following the residency week item was checked out

Overdue materials fine schedule:
- **Books, audio, videotapes, CDs and DVDs**: $0.15 per day

All library debts must be paid before graduation.

Additional Library Resources
Students are encouraged to take advantage of the Austin Public Library and University of Texas Library systems. After obtaining a City of Austin library card, free of charge for those living within city limits, students may request a Tex-Share card, which gives students access to the University of Texas library system. For further information, students should contact the UT library at (512) 495-4305.

**AOMA Herbal Medicine**
The bookstore stocks required textbooks, recommended books and publications, as well as a full selection of acupuncture supplies. AOMA Herbal Medicine carries over 350 varieties of bulk and powdered Chinese herbs and prepared herbal formulas. AOMA Herbal Medicine is open during clinic hours. Students receive discounts on bulk herbs, powdered herbs, and patents for their personal use. See store manager for current discount rates. There are no returns on acupuncture supplies, topicals, herbs, supplements, audio, or books sold at AOMA Herbal Medicine.
Health Resources

Health Services at AOMA
AOMA offers Oriental medical services to students at any AOMA Student Intern Clinic Location for a reduced cost. Students can access acupuncture treatments for $15 per visit. Appointments may be scheduled at the North Clinic by calling (512) 467-0370 and at the South Clinic by calling (512) 693-4373. The Student Intern Clinic hours vary from term to term depending on student registration. Students also receive discounts at AOMA Herbal Medicine on raw and powdered herbs for their personal use. See store manager for current discount rates.

Student Health Insurance Options
Special health insurance rates may be available to students through third-party group plans. The following list of possible health insurance providers was updated in March 2016. International students should also look at the health resources listed on AOMA’s website: [https://aoma.edu/admissions/international-students/](https://aoma.edu/admissions/international-students/)

| Transamerica Student Security Plan | AOMA students are eligible for this group plan. It offers group limited benefit hospital indemnity insurance. Flexible payment options. Prescription drug discount card. Full-time/part-time US students are eligible, international students are not eligible. Coverage can be extended to spouse and dependent children up to age 25. NOTE: Per their website, this is NOT a major medical insurance nor a substitution for it. It does NOT qualify as the minimum essential health coverage required under the Federal Affordable Care Act. | 1-847-564-3660  
www.ejsmith.com  
E.J. Smith  
899 Skokie Boulevard  
Northbrook, IL 60062 |
|---|---|---|
| eStudent Insurance | Offers a range of plans specifically for students (including international students), at affordable rates. | 1-877-758-4941 (toll free)  
1-904-758-4401 (Direct)  
www.estudentinsurance.com  
224 First Street  
Neptune Beach, FL 32233 |
| Texas Medicaid Program | State and Federal healthcare program providing medical coverage to low-income individuals and families. Includes Children’s Health Insurance Program. | 1-800-925-9126 General Inquiries  
(512) 424-6500 Main Client Hotline 1-800-335-8957  
http://www.hhsc.state.tx.us/medicaid/index.shtml  
Texas Health and Human Services Commission Headquarters  
Brown-Heatly Building  
4900 N. Lamar Blvd.  
Austin, TX 78751-2316 |
### Health Resources

| **Superior Health Plan** | A managed health care company that provides coverage for families who earn too much money to qualify for Medicaid, but not enough to pay for private health insurance. | 1-800-783-5386  
www.superiorhealthplan.com  
Local Headquarters:  
200 South I-35 Frontage Rd., #202  
Austin, TX 78704 |
| --- | --- | --- |
| **Blue Cross Blue Shield of Texas** | Choice of individual & family plans. Offers high deductible and dental coverage options. Long and short term plans available. Also offers Medicaid Plans. Informational Seminars offered. | 1-972-766-6900 (BCBSTX)  
www.bcbstx.com  
Blue Cross Blue Shield of TX  
1001 E. Lookout Drive  
Richardson, Texas 75082 |
| **eHealth Insurance** | Offers many options, including dental and vision insurance. Online quotes available. | 1-800-299-3116  
www.ehealthinsurance.com |
| **HTH Worldwide** | Health plans and services for study abroad and international students. Available apps in Apple App Store, Google Play, and on Amazon.com | 1-877-424-4325  
www.hthstudents.com/  
HTH Worldwide  
One Radnor Corporate Center  
Suite 100  
Radnor, PA 19087 |
| **HealthCare.gov** | Health insurance is now required by the Affordable Care Act. This government website helps individuals get covered and features a Health Insurance Marketplace for comparing plans. | 1-800-318-2596  
https://www.healthcare.gov/ |

### Reduced Cost Healthcare
A number of organizations throughout Austin provide reduced cost healthcare services and resources. The following list of healthcare providers was updated in March 2014.

| **Lone Star Circle of Care** | Nonprofit organization operating eight community health clinics for uninsured and underinsured residents in Austin | www.lsccctx.org  
1-877-800-5722 |
| **People’s Community Clinic** | Affordable western medical services for the Austin community. High demand for services – may not always be accepting new patients. | www.austinpcc.org/  
(512) 478-4939 |
| **City of Austin Health and Human Services** | The City of Austin’s Division of Health and Human Services offers a variety of programs to improve health and well-being. | www.austintexas.gov/department/health/divisions  
(512) 972-5000 |
| **Planned Parenthood** | Affordable reproductive healthcare for the Austin community | www.plannedparenthood.org  
1-800-230-PLAN  
(512) 275-0171 Main  
Austin Administration Office:  
201 E. Ben White Blvd.,  
Bldg. B  
Austin, TX 78704  
South Austin Health Center:  
(512) 276-8000 |
Health Resources

| Seton Topfer Community Health Center | Accessible, comprehensive health services for underserved families in north Austin | www.seton.net/locations/topfer
(512) 324-6850
8913 Collinfield Rd.
Austin, TX 78758-6704 |
|-------------------------------------|---------------------------------------------------------------------------------|------------------------------------------------------------------|
512-465-9292
1800 West 35th St.
Austin, TX 78703 |
| Project Access Austin               | Volunteer physician care, hospital care diagnostic services, and medications assistance for uninsured, low-income citizens of Travis County | http://www.tcms.com/home/
(512) 206-1164 |

Counseling Services
AOMA has contracted with Sol Community Counseling, a local counseling center, to provide students with quality, confidential mental health services at a reduced cost. The program also offers couples counseling and family support services. Sol counselors have a variety of specialty areas, including body-centered psychotherapy, anxiety, grief/loss, chronic illness, interpersonal issues, trauma, addiction, sexual assault, eating disorders, and veteran’s issues.

Students can access care by calling Sol Community Counseling at (512) 366-0954 or by visiting their website http://therapistaustin.com/Sol/. Students will be led through a brief phone intake before being directed to one of the counselors. Fees for counseling are as follows:
- $20 per session for individuals
- $30 per session for couples

In order to qualify for couples counseling services, only one member of the couple needs to be an AOMA student.

The Sol Community Counseling offices are located off of W. 34th St at 3400 Kerbey Lane and at 13805 Ann Place.

Hepatitis B Vaccination
All students at AOMA run the risk of exposure to blood-borne pathogens through inadvertent contact with a contaminated needle, blood, or other infectious materials. Consequently, AOMA requires each student to acknowledge this risk and inform the school that they 1) have already received the Hepatitis B vaccine, 2) will receive the vaccine, or 3) decline vaccination for Hepatitis B prevention. All students are given the Hepatitis B vaccination acknowledgment form in their new student packet and must complete the form and submit to the Admissions Office by the first week of classes.

Bacterial Meningitis Vaccination Requirement
AOMA complies with Texas Senate Bill 1107 and the subsequent Senate Bill 62, establishing the requirement for entering students to receive a vaccination for bacterial meningitis or to meet certain criteria for exemption. All entering students who are age 21 years old or younger, including those who have taken a term or more away from school, must submit proof of current vaccination for bacterial meningitis 10 days before the first day of classes.
Evidence that the student has received the initial vaccination or booster dose during the past 5 year period must be submitted to the AOMA Admissions Office in one of the following formats:

- A document bearing the signature or stamp of the physician or his/designee, or public health personnel (must include the month, day, and year the vaccination was administered); or
- An official immunization record generated from a state or local health authority (must include the month, day, and year the vaccination was administered); or
- An official vaccination record received from school officials, including a record from another state (must include the month, day, and year the vaccination was administered).

The vaccination must be administered by a health care practitioner authorized by law to administer an immunization.

A student may be exempt from this requirement if:

- The student is 22 years of age or older by the first day of classes; or
- The student submits an affidavit or certificate, signed by a physician who is duly registered and licensed to practice medicine in the U.S., stating that, in the physician’s opinion, the required vaccination for bacterial meningitis would be injurious to the student’s health and wellbeing; or
- The student submits a signed affidavit stating they decline the vaccination for bacterial meningitis for reasons of conscience, including a religious belief. Information about requesting an affidavit form from the Texas Department of State Health Services is available through the Admissions Office. The affidavit must be notarized by a public notary; or
- The student is enrolled only in a continuing education course or program that is less than 360 contact hours or a community class (does not include Introduction to Chinese Medicine Series or Herbs-Only Track for non-degree seeking students).
Student Life

Student Government
The AOMA Student Association, (ASA) is administered by students elected annually by their peers and serves as the formal student voice in institutional governance. Student representatives lead the student body in a number of ways. They provide direction and guidance for less experienced students and act as liaisons between administration and the student body. The ASA leaders participate in AOMA’s strategic planning retreats, contribute to AOMA’s ongoing self-study efforts, and represent the student perspective in academic and curriculum review processes.

The group’s primary focus is to address the concerns of current students by bringing attention to and finding solutions for circumstances that affect the experience of students. The ASA fosters community through frequent social gatherings and events as well. The ASA also supports the professional development of its members, funding student representatives to attend national professional meetings, inviting speakers to campus, and organizing leadership training for its officers.

Students interested in working with or becoming a part of the ASA should contact the group by email (aomastudents@gmail.com).

Student Organizations
AOMA understands the role that student organizations play in developing student leadership skills and creating a rich campus environment. To that end, AOMA has created the following guidelines for establishing a student organization at AOMA.

- All organizations must complete the “Application for Student Organizations” and submit their completed application to the Director of Student Services and Professional Growth. AOMA reserves the right to deny organizations whose purpose is in conflict with AOMA’s vision, mission, and core values.
- All organizations must have the following:
  - A name
  - A purpose that is clearly correlated to AOMA’s mission of “transforming lives and communities through education, patient care, leadership and research in Oriental and other integrative medicines.”
  - A member serving as the head of the organization
  - Defined activities including any use of school resources/property or involvement of school staff
- All organizations receive the benefits outlined in the “Rights of Student Organizations” and must uphold the “Responsibilities of Student Organizations.”

Rights of Student Organizations:
- Recruit members from within the AOMA student body
- Hold meetings on AOMA campus
- Sponsor activities and invite speakers to AOMA campus
- Use the AOMA name properly and appropriately following the guidelines outlined within this manual
Submit schedule of activities and meetings to the Director of Student Services and Professional Growth for posting on the AOMA website and on-campus promotion

Use AOMA facilities, equipment, and resources appropriately, as available, and in accordance with the student organization’s purpose.

Responsibilities of Student Organizations:

- Student organizations must adhere to all policies established for students as outlined in the Student Manual and the Student Code of Conduct.
- Uphold AOMA’s non-discrimination policy.
- Obtain approval for all events from the Director of Student Services and Professional Growth.
- Communicate with the Director of Student Services and Professional Growth in a timely and respectful manner regarding all event promotion and publicity, and any changes to the group’s leadership, purpose, or guidelines for membership.
- Respond promptly and respectfully to all inquiries from the AOMA administration.
- Represent the purpose of the organization accurately and ethically in accordance with AOMA’s mission and core values.
- Events and meetings sponsored by student organizations must only be open to AOMA students (and/or staff and faculty), and must be held free of charge to participants.

Housing
While AOMA does not provide on-campus housing for students, a number of housing opportunities exist in the surrounding neighborhoods. The office of admissions maintains a list of nearby apartment complexes, apartment locators, and general housing resources guides. These resources are available on AOMA’s website.

AOMA also posts various housing opportunities on the AOMA portal, in the announcements section. Please email admissions@aoma.edu for individual assistance. To submit a housing listing, email admissions@aoma.edu with the following information: name, contact information, rent, size of space, arrangement (e.g. 1-bedroom, 2-bedroom, room in a house), and any special considerations (ADA accessible, pets, etc.).

For DAOM students not living permanently in Austin, information about short-term housing options and nearby hotels is available through the Admissions Office.

Transportation
The AOMA campus is located south of downtown Austin and Ladybird Lake and is easily accessible by car, public transit, and bicycle. The campus is situated south east of the intersection of Ben White, Loop 1 (MOPAC), and Hwy 360, and ample parking is available surrounding the classrooms, clinics, and administrative offices. West Gate Transit Center, a hub for the Capital Metropolitan Transportation Association ("Cap Metro") is located across the street from AOMA’s main entrance and students can access buses to south, east, west, and north Austin. Bus schedules are available on the Cap Metro website: www.capmetro.org. Additionally, a number of bicycle routes serve the AOMA campus. An Austin bicycle map is available for download from the city of Austin website: www.austintexas.gov/page/bicycle

China Study Trip
An exciting and unique opportunity for study abroad, the China Study Trip offers students and graduates an opportunity to learn from masters in the heart of the culture that gave birth to the medicine. The tour includes clinical and herbal studies at Chengdu University of Traditional Chinese Medicine. Students are accompanied by one of AOMA’s full-time faculty members and translators from Chengdu University. To
be eligible, students must be in good academic standing – students on academic probation are not eligible to apply for the China Study Trip.

All logistical arrangements for the tour are supervised by the Director of Student Services and Professional Growth. Participation in the China Study Tour may affect a student’s date of graduation and financial aid eligibility. Before signing up, students are strongly encouraged to consult their academic advisor and the Director of Financial Aid.

**Student Identification Cards**
AOMA provides photo identification (ID) cards for all students. Students are required to present their ID cards when purchasing acupuncture needling supplies within the AOMA Herbal Medicine Center. The cards also enable students to access student benefits throughout the city of Austin. ID cards are issued following new student orientation and validation stickers are available at registration each term. Replacement cards can be requested in the office of admissions. Please contact admissions at 512-492-3013 or admissions@aoma.edu.

**Safety and Security/Emergency Plan**
AOMA maintains a full emergency plan to ensure student safety in a variety of situations. For a full statement of AOMA’s emergency plan and safety and security policies and procedures, please refer to the Safety and Security Manual and General Appendices.

**Student Lounge**
The student lounge is located in the commons building (B) and is the students’ space on campus. The lounge contains space for preparing meals, studying, relaxing, and storing lab coats. Student mail folders are located outside the lounge in the commons hallway. Students are asked to use the lounge in a respectful manner and to be respectful of other students using the facilities.

**Cooking Facilities**
The student lounge also contains simple facilities for students to store and prepare food. These facilities are cleaned on a regular basis. Students are asked to pay attention to the posted cleaning dates and remove accordingly any items they wish to keep.

**Lost and Found/Facility Requests**
The facilities department maintains the lost and found for the AOMA campus. Lost and found bins are located in each classroom. To inquire about lost items, please contact aoma-facilities@aoma.edu or call (512) 492-3079.

The facilities department also handles repairs of campus facilities and equipment. To report something in need of repair, please contact aoma-facilities@aoma.edu or call (512) 492-3079.

**Telephones**
Telephones for student use are available in the student lounge.
Policies & Procedures – Student Life & Services

Student Code of Conduct and Professionalism Policy
AOMA Graduate School of Integrative Medicine is committed to providing an environment where students can explore new ideas and seek new opportunities. Part of this goal is accomplished by a focus on high-quality educational services in an environment that supports the ideals of quality, flexibility, accessibility, and diversity.

Towards the fulfillment of its mission, AOMA has the right and duty to protect students, faculty, and staff from conduct that interferes with its primary educational responsibility: to ensure all students have the opportunity to attain their educational objectives and to maintain professional standards among all of its members. There will be no tobacco, illegal drugs, or alcoholic beverages allowed on or in any part of the campus or clinic. Conduct that violates the provisions of the student conduct policy will be dealt with as described later in this section.

AOMA encourages mature and independent student conduct. Students at AOMA have rights to freedom of speech, peaceful assembly, petition, and association afforded to all persons under the U.S. Constitution. Similarly, each individual should afford the same rights to others. As willing partners in learning, it is expected that students will comply with AOMA’s rules and procedures, as outlined in the various official publications of the school, including the Professionalism Policy and the Student Code of Conduct.

Professionalism Policy
Preamble
AOMA has an obligation to educate learners about professional responsibilities, including service to: patients, students, the healthcare community, and society. These qualities are an essential part of developing the professional skills necessary to fulfill their contract with society.

The objectives of the AOMA professionalism policy are:
- To demonstrate the priority placed on professional behavior by AOMA
- To identify lapses in professional behavior as early as possible and provide appropriate remediation
- To identify exemplary professional behavior so that it may be recognized and used as a potential vehicle for peer-modeling
- To provide students, faculty, and staff with a clear articulation of expectations regarding professionalism
- To determine AOMA’s authority regarding professionalism lapses
- To identify procedures for managing professionalism issues
- To provide a longitudinal approach (i.e. not course-by-course or year-by-year) to monitor behavior
- To outline due process for learners

Scope
This policy applies to the following learning contexts:
- All classroom-based settings;
- All clinical settings that are part of the learning program (e.g. community clinics, clinics, community health centers, AOMA Herbal Medicine, Cureville, etc.);
• Other settings that are not part of the formal learning program, but contribute to the learning process. Examples include: Herb lab, Library, Mind/Body Center, student-run special interest group meetings and activities, clubs and governance structures, informal classes, interactions with AOMA administrators and other members of the campus community, and AOMA-supported events.

Institutional Responsibilities
• AOMA must ensure that all students, faculty and staff are familiar with the objectives of the professionalism policy and requires them to adhere to its principles.
• When students fall short of professional behavior expectations, AOMA must provide good and timely feedback regarding unprofessional conduct. These responsibilities of the institution extend throughout all educational contexts.
• AOMA should provide exemplars of professional behaviors.
• AOMA must make all students aware that exemplary behavior will be recognized and that lapses, depending on the level of severity, will be met with varying degrees of sanction.
• AOMA must ensure that all staff, faculty, preceptors, residents, etc. working with students are familiar with the objectives of the professionalism policy and must direct them to note any behavior that they view as either exemplary or contrary to the principles of the policy.
• AOMA must ensure accurate and timely documentation of all professionalism incidents and determine appropriate consequences.

Exemplary Behavior (for recognition)
Incidents of exemplary student professional behavior should be submitted in writing to the Dean of Students. Submissions should include:
• The name of the person involved,
• The name and title of the individual filing the report,
• The time and location of the incident,
• Details outlining why the behavior can be constituted as exemplary,
• The name(s) and contact information of a reference with first-hand knowledge of the achievement.

The Dean of Students will review the submission and document the incident using the campus-wide software. A paper copy of the report will be placed in the student file.

Outcomes of Exemplary Behavior
• Noted at the commencement ceremony
• May be noted on the student’s transcript
Lapses (for remediation and/or discipline)
Lapses are viewed first and foremost as an opportunity for education and remediation. The intent is to provide opportunities for students to become conscious of their professional obligations and learn how to alter their behavior accordingly. Whenever possible, consequences should reflect this belief.

Consequences may include, but are not limited to:
- Research and reflection via written submission
- Issuance of apology
- Counseling
- Mandated meetings with a mentor
- Academic penalty
- Repetition of a course, term, or internship
- Probation, suspension, or expulsion from AOMA
- Major or critical lapses resulting in probation, suspension, or expulsion may be reflected in the student’s transcript.

Definitions
- Minor lapses - These are errors that have minimal consequences. Often there is no awareness of the unprofessional act or awareness occurs after the fact. There may often be mitigating circumstances.
  Examples:
  - Student is absent to clinic due to family illness but fails to notify anyone.
  - Student disparages a proctor after a makeup exam for asking the student to stop writing at the end of the designated time period.
  - Student engages in abusive discourse (verbal or written) with other members of the AOMA community (staff, faculty, or students).

- Major lapses - Major lapses are errors that have potentially serious consequences. Often there is awareness of the unprofessional act. Usually, there are no mitigating circumstances.
  Examples:
  - Student repeatedly fails to return phone calls and e-mails from an AOMA faculty member or AOMA staff.
  - Student commits slander or defamation of character resulting in potential legally actionable items.
  - Student violates patient confidentiality (HIPAA).
  - Student posts patient information on a social networking website without adequately taking measures to protect the patient’s anonymity.
  - Student continues to engage in abusive discourse (verbal or written) with other members of the AOMA community, even after being asked to stop.
  - Student is practicing acupuncture outside of the formal learning environment prior to graduation and licensure.
  - Multiple (more than 1) minor lapses may be considered a major lapse

- Critical lapses - Critical lapses have direct, harmful consequences or are clear breaches of well-recognized standards. They are serious errors that will require immediate action by a supervisor. They are a clear violation of professional conduct.
  Examples:
  - Student is dishonest either by lying or misrepresenting himself/herself, including
instances of academic dishonesty in the course of school-related activities.

- Student participates in a violent act such as hitting, verbally abusing, or intimidating another person.
- Student commits sexual harassment. Please refer to the Sex Discrimination, Sexual Harassment, and Sexual Misconduct policies at the end of this section.

**Student Code of Conduct**

AOMA students are expected to conduct themselves in ways that foster AOMA’s fundamental functions of education and public service and uphold AOMA’s core values. As an example, student involvement in AOMA activities outside of the classroom, in student government, and in student organizations is encouraged.

**General Principles**

- The primary purpose for the student code of conduct is the protection of the campus community and the maintenance of an environment conducive to learning, inquiry, and public service.
- Freedom of thought and expression are essential to AOMA’s academic mission. Nothing in this Code should be construed as limiting the free and open exchange of ideas and viewpoints.
- Inherent Authority: AOMA reserves the right to take necessary and appropriate action to protect the safety and well being of the campus community.
- Violations of Local, State, and Federal Law: Students may be accountable to government authorities and to AOMA for acts, which constitute violations of law and this Code. Student misconduct allegedly constituting a felony or misdemeanor offense may be referred to appropriate law enforcement agencies for prosecution.

**Proscribed Conduct**

The following actions constitute conduct for which students will be subject to disciplinary action, including possible dismissal:

- Obstruction or disruption of teaching, research, administration, clinics, disciplinary procedures, or other AOMA activities, including public service functions or other authorized activities at AOMA
- Theft or malicious damage to school property, or the property of any person when such property is located on AOMA premises
- Unauthorized entry into or use of AOMA’s facilities, including buildings, desks, tables, files, equipment, and supplies
- The consumption, possession, or distribution of alcoholic beverages or illicit drugs, abuse of prescription medications, smoking of tobacco, or the possession of weapons/firearms on AOMA campus or at AOMA events is prohibited. The State of Texas allows licensed handgun carriers to store a handgun in a locked, privately owned motor vehicle in the institution’s parking lot.
- Academic cheating, including plagiarism in any form; knowingly providing false or misleading information to the school; or forgery, alteration, or unauthorized use of AOMA documents, records, or identification
- Unauthorized possession of keys to AOMA facilities, including buildings, desks, files, and equipment
- Failure to comply with published clinic and academic regulations
- Failure to comply with dress, appearance, and professional standards of behavior as set forth by AOMA
- Unlawful conduct involving moral turpitude, HIPAA violations, or the illegal practice of any of the healing arts
• It is a felony to practice acupuncture in Texas without a license. This prohibition is extended to any acupuncture needling outside of the formal, supervised, educational format
• Physical or verbal abuse, intimidation, or personal harassment
• Deliberate or careless endangerment of others
• Deliberate incitement of other students to commit serious rule violations or to commit grievous acts
• Tampering with the building alarm system or any other safety equipment
• Failure to comply with the lawful directions of AOMA officials
• See Sex Discrimination and Sexual Harassment Policy, Sexual Misconduct Policy, General Appendices—C, D; and Staff/Student Relationships Policy, this manual.

Due Process - Procedure for Misconduct Allegations (including lapses in professionalism)
Please refer to the Academic Policies section of this manual for due process related to grade appeals and academic standing.

It is the policy of AOMA to provide students with a prompt and fair hearing of disputes. The purpose of the following procedure is to provide a system through which alleged injustice(s) may be resolved. Through orderly procedures, students are hereby provided with protection against allegations of student misconduct. All academic rights and privileges of faculty members and students are to be honored in this process. If the matter remains unresolved after the process outlined below is followed, the individual may contact the Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM). Address is 7501 Greenway Center Drive Suite #820, Greenbelt, MD 20770.

Any allegation of misconduct by a student must be made in writing to the Dean of Students and will be handled according to the following procedures: Exceptions to this policy are those lapses that instead fall under the Sex Discrimination and Sexual Harassment Policy at the end of this section and in the General Appendices—C.

Misconduct Advisory Committee (MAC)
• Membership: Three members from the faculty, two members from the current student body (one must be an ASA member), the Director of Student and Career Services (as non-voting facilitator). The Dean of Students will choose all members.
• Meetings: Convened ad hoc when the necessity arises to process major or critical misconduct allegations. The group may also be asked to review minor lapses.
• Procedures:
  • All misconduct must be reported within three months of the event.
  • Misconduct is identified by instructor, supervisor, staff member, patient, or peer.
  • Minor lapse is resolved by the appropriate immediate supervisor (faculty, staff, etc.) and documented using the campus-wide software.
  • Major or critical lapse is reported in writing to the Dean of Students. Student is advised that the incident has been noted and will be reviewed at MAC meeting. The student is sent a copy of the report.
  • Student provides the MAC a written statement of the event within seven AOMA business days.
  • The Dean of Students convenes the MAC within 10 AOMA business days from the report.
  • The Dean of Students will provide the MAC with other relevant information, including past minor lapses that may have been resolved informally.
Policies & Procedures – Student Services

- The student gives testimony as to the allegation of misconduct and provides any and all evidence refuting the allegation. Student may designate one other individual to be present with them and to speak on their behalf at the MAC meeting.
- MAC reviews incident. MAC may adjourn to private session for deliberation. If misconduct is identified, MAC classifies lapse as minor, major, or critical. MAC also determines appropriate consequences and remediation plan.
- When establishing consequences, the MAC must consider the following:
  - Classification of the lapse
  - Whether the student has had previous lapses
  - The level of responsibility shown by the student
  - Extenuating circumstances
- Student is notified in writing of MAC’s decision. All major and critical lapses will also be communicated to the departmental directors. Decisions of the MAC are final.

Sex Discrimination and Sexual Harassment
It is the policy of AOMA to provide an educational and working environment for its students, faculty, and staff that is free from sex discrimination and sexual harassment. In accordance with federal and state law, AOMA prohibits discrimination on the basis of sex, including sexual harassment. Sex discrimination and sexual harassment will not be tolerated and individuals who engage in such conduct will be subject to disciplinary action. AOMA encourages students, faculty members, staff members, and visitors to promptly report sex discrimination and sexual harassment.

To read the full statement of AOMA’s policy regarding sex discrimination and sexual harassment, please see General Appendices - C.

Sexual Misconduct
It is the policy of AOMA to provide an educational and working environment for students, faculty members, staff members, and visitors that is free from sexual misconduct. AOMA encourages students, faculty members, staff members, and visitors to promptly report incidents of sexual misconduct and will respond appropriately, including taking disciplinary action when warranted, in response to sexual misconduct by its students, faculty members, staff members, visitors, and contractors.

To read the full statement of AOMA’s policy regarding sexual misconduct, please see General Appendices—D.

Faculty/Staff/Student Consensual Relationships
Considering the trust afforded a faculty or staff member by a student and a supervisor by a supervisee, AOMA’s faculty and staff members recognize that they are expected to make decisions regarding their relationships with students and supervisees which will promote an atmosphere of mutual trust and avoid both conflict of interest and the appearance of conflict of interest.

Care must be exercised to ensure that personal relationships do not result in situations that might interfere with objective judgment. Employees who are in positions of authority are under a special obligation to preserve the integrity of their relationships in situations involving students.

All employees are prohibited from having a romantic or outside relationship or permitting one to develop with any other employee or student who is subject to that person’s supervision, directly or indirectly, even when both parties appear to have consented to the relationship. Romantic relationships between any employee and any student are strongly discouraged, even if not expressly prohibited by this policy.
This policy is not intended to limit romantic or outside relationships among peers or colleagues; however, employees involved in such relationships are cautioned to avoid situations, which may contribute to a hostile environment for other employees or students.

Violations will be considered by the appropriate administrative officer on a case-by-case basis. It is the duty of employees to consult with the appropriate administrative officer if there are questions about the application or effect of this policy to an existing or potential relationship in which they are or may become involved or in which employees they directly or indirectly supervise are or may become involved. Suspected policy violations may be reported by anyone to the dean of students, the vice president of finance and operations, and any other administrative officer.

If charges of sexual harassment are made, compliance with this policy shall not be a defense in any proceeding under AOMA’s Sexual Harassment Policy. If an investigation concludes that sexual harassment did occur, disciplinary action will be taken in accordance with AOMA’s Sexual Harassment Policy.

If an investigation concludes that a violation of the Consensual Relationship Policy did occur, disciplinary action, which may include immediate termination of employment, will be taken by the appropriate administrative officer.

Written Student Complaints
Directives from the United States Department of Education and SACS principles 4.5 and 3.13.3 require institutions of higher education to establish procedures for resolving student complaints. Compliance requires the maintenance of records related to all written complaints from students along with a log recording a summary of the complaint, the person or office charged to resolve the complaint, and the resolution or actions taken in response to the complaint. A written complaint from a student received by an office for redirection to another appropriate office becomes the responsibility of the receiving office.

Records associated with the written complaint along with the information included in the log that contain personally identifiable information about students may be subject to the federal Family Educational Rights and Privacy Act of 1974 (FERPA) and should be protected against improper disclosure.

The records and logs are subject to examination by the United States Department of Education, the Southern Association of Colleges and Schools Commission on Colleges, and the Accreditation Commission for Acupuncture and Oriental Medicine.

Definition of Written Student Complaint:
Complaints are expressions of dissatisfaction or formal allegations against AOMA, its units, its faculty, and its students. Examples would include grade appeals, academic dishonesty, sexual misconduct, harassment and discrimination, disability, financial aid, and those issues specifically identified in the policies listed below.

Grievance Policies:
- Student Code of Conduct and Professionalism Policy
- Sex Discrimination and Sexual Harassment
- Intellectual Property Policy
- Sexual Misconduct
- Faculty/staff/student Consensual Relationships
Policies & Procedures – Student Services

- Grade Appeal Policy and Procedure
- Financial Aid Satisfactory Academic Progress Appeal
- Student Records and Family Educational Rights and Privacy Act (FERPA)

Offices Required to Maintain Logs:
- Dean of Students
- MAcOM/DAcOM Program Director (includes library and clinical services)
- DAOM Program Director
- Vice President of Finance, Operations, and Student Services (includes financial aid, admissions, operations, facilities, finance, student services, veterans’ affairs, retail operations, information technology)

Questions or Complaints about this institution should be addressed to:
Texas Higher Education Coordinating Board
http://www.thecb.state.tx.us/index.cfm?objectid=051F93F5-03D4-9CCE-40FA9F46F2CD3C9D

The web address for rules governing student complaints – Title 19 of the Texas Administrative Code, Sections 1.110-1.120

Please see website information at https://aoma.edu/about-aoma/accreditation-and-affiliations/

Children on Campus
Children, other than patients or the children of patients, are not permitted in any part of the clinic, including the reception area, at any time. A child may be escorted to a clinic restroom in the event of need, but then must be escorted back to an acceptable area. Children are permitted in the student lounge and in the classrooms if class is not in session, but they must be under adult supervision. Childcare is not allowed in the student lounge at any time. Children are not allowed in the classroom when a class is in session unless they are being treated in the class. Children are not permitted in the library at any time. When accompanied by a parent, children are permitted in the administrative offices and on the grounds outside the building; however, neither AOMA nor the management of West Gate Professional Center or the Village Center has any responsibility for their safety.

Dress Code
Casual dress is appropriate for didactic classroom activities. However, suggestive or otherwise distracting clothing is to be avoided. For bodywork and mind/body courses, instructors may suggest a specific type of dress.

In the student intern clinic, each student must wear a white lab coat or solid color scrubs and an AOMA issued nametag identifying the student and level of internship (e.g., “Observer” or “Intern”) at all times. Students are expected to keep lab coats and scrubs clean, pressed, and buttoned. If a lab coat is worn, clothing should be business casual. Jeans, dress jeans, shorts, or over-dyed jeans are not allowed in treatment rooms. Closed-toe shoes must be worn in the clinic at all times. Please refer to the Clinic Manual for the complete clinic dress code.
Student Technology Use
To read the full statement of AOMA’s policy regarding student technology use, please see General Appendices—J.

Student Travel Policy
AOMA has developed a “vehicle use policy” to provide information and guidelines to employees and students regarding responsibilities for the safe operation of AOMA insured vehicles. An AOMA insured vehicle is defined as a motor vehicle owned, rented, or leased in the name of AOMA. Employees and students who are authorized to drive on behalf of AOMA will receive a copy of this policy to review and use as a reference.

For additional information, questions, or clarification, please contact the vice president of finance operations & student services at 512-492-3014.

Bicycles on Campus
AOMA recognizes that the use of a motor vehicle is a convenience for many and a necessity for some. AOMA has a commitment to promote alternative transportation through ridesharing, vanpooling, biking, or the Cap Metro Transit system.

Bicycles are welcome on campus provided they are operated and parked appropriately. Bicycles must yield right of way to pedestrians and operate at a speed and in a manner consistent with public safety.

Bicycles must be secured on bicycle racks only. Bicycles chained to handrails, trees, or any location other than designated bicycle racks are subject to impoundment and security devices will be removed by whatever means necessary to impound the bicycle. AOMA will not be held liable to the owner of the security device for the cost of repair or replacement of the bicycle or such security device. Bicycles may not be parked, stored, or left standing in any lobby, hallway, or room of any building.

Food and Drink
Class days at AOMA are long and do encompass times when meals are normally eaten. There are acceptable places on the campus for eating and drinking, and places where it is inappropriate.

Food, including full meals and snacks, and drinks in containers may be consumed in the South student lounge at any time. While drinks may be brought into the classrooms during class, food, including full meals and snacks, may only be consumed in the classrooms while class is in session at the discretion of the instructor. Food may not be consumed at any time in the clinic treatment rooms, clinic theater classes, clinic conference rooms and study spaces, reception area, or herb room. Food, including full meals and snacks, and drinks may not be consumed in the library at any time. Students are responsible for properly disposing of their containers and cleaning up after themselves.
Parking
Parking spaces have been designated and reserved for clinic patients and store customers. Students are asked to respect the needs of these community members and avoid parking in these designated spaces. Ample parking is available for all student vehicles in the lots surrounding campus. Additionally, overflow parking for AOMA students, staff, and faculty is available in the church parking lot across West Gate Boulevard from campus. This parking area is available at all times, except Sunday mornings. Students who park in the church lot are asked to park toward the back and to use the crosswalk to access AOMA campus.

Pets and Cell Phones
Pets and animals, other than service animals, are not permitted within the AOMA facility at any time. Cell phones must be turned off during classes and clinic sessions.

Safety and Security Policy
For a full statement of AOMA’s Safety and Security Policy, please see the Safety and Security Manual.
Policies and Procedures – Registration

MAcOM General Information
Registration commences each term with online registration on the dates as outlined in the academic calendar. Through utilizing the CAMS student portal, each student registers for didactic courses, clinic theater courses, and clinical observation rotations online. Online registration is available first to the most senior students, and then over the following two weeks becomes available to all students. A detailed calendar is available each term on the registrar’s page of the website and the student portal outlining when each group may register (fourth year, third, second, first, and non-degree). Clinical registration takes place in-office with the registrar during two days as also outlined in the academic calendar. Every student eligible for clinic internship is assigned a day/time for registration based on their total accumulated credits earned. This registration assignment is included in the registration packet emailed to each student each term.

Clinic Registration by Proxy
If a student is unable to register in person for clinical rotations, they may designate a proxy to register for them. Another student may fill the role of proxy; however, the designated proxy must register at the time assigned to the student. Students registering via proxy will be held to the same procedures in place as those in place during registration, i.e. no changes will be made to one’s waitlists or registration until the start of the free clinical add/drop period. It is strongly advised that if a student is unable to attend in person to have a proxy register for clinical rotations as this allows for better adjustment of one’s schedule when clinic rotations are not available.

Late Registration
While waiting to register until the start of a term may greatly limit the availability of courses/clinical rotations, late registration is accepted at any time after the conclusion of online registration through the first week of the term.

Waitlists
When the set limit for a course or clinic has been reached, a waitlist is generated. During online registration, this list is generated automatically through the CAMS system while waitlists for clinical rotations are managed solely by the registrar and created during in-office clinical registration. If a student is placed on a waitlist, the course/clinic will not display in their registration until they are officially enrolled. The registrar manages all waitlists and questions should be addressed to this office.

Holds
A hold may be placed on a student’s account due to financial or academic issues. These holds may prevent registration for the upcoming term and can be viewed on the student portal. All holds must be reconciled prior to registration.

DAOM and DAcOM General Information
The DAOM program consists of eight terms over a two-year period. There is one residency week in terms one and five, and two residency weeks, separated by an interim period, in terms two through four and six through eight. Students are registered automatically for the next term’s coursework by the registrar and emailed when this is complete. Academic advising for registration purposes is completed with the DAOM program director or the dean of students.
Policies and Procedures – Registration

As there is more flexibility in the DAcOM course and clinical work, students should get advising from the DAcOM program director or the dean of students.

Holds may be placed on a student’s account due to financial or academic issues. These holds may prevent registration for the upcoming term and can be viewed on the student portal.

Auditing Courses
A current AOMA student or alum may audit a course only if the individual has successfully completed the course for credit. An exception may be made for a course that was not in the curriculum at the time a graduate was enrolled. In this case, all prerequisites or equivalents for the audited course must be met before the graduate will be allowed to audit. Anyone wishing to audit a course must confirm with the registrar that there is room available in the course and then be officially registered.

No credit is received when auditing a course. When auditing, the student is required to participate fully in the class, including sitting for exams, fulfilling attendance requirements, and completing class assignments. It is possible to fail an audited course, so it is imperative that the student follows the class requirements. Failed audits affect the GPA, as does any other F.

In certain circumstances, a student may be required to audit a course in order to fulfill academic requirements or receive transfer credit. Should an academic advisor require a student to audit a course, the student will be required to participate fully in all quizzes, exams, and projects assigned by the instructor. A passing grade of 75% is required to receive the requested course transfer credit.

Class Size
In order to ensure an optimal learning environment, AOMA’s faculty and administration take into consideration the nature of each course, subject matter, and curricular level when determining the appropriate class size. Additionally, when more than one section of a given course is offered, a reasonable attempt is made to balance the total enrollment for the course between the sections. Generally, MAcOM class size ranges from eight to thirty-six students. Classes with fewer than eight students will typically not be held. On rare occasions, a course may be offered although it does not meet the minimum class size requirements. Such decisions are not at the students’ or instructors’ discretion, but, rather, are made by administration based on consideration of all factors mentioned above.

Doctoral classes are restricted to the size of the cohort.

Course Cancellation
Courses that do not meet the minimum enrollment qualifications may be cancelled. Students enrolled in a course that is cancelled will be notified via email and every effort will be made to accommodate students affected by a cancelled course.

Directed Study in the MAcOM
A didactic course within the MAcOM program may be completed through directed study only when a student has consulted with an academic advisor and fulfills all the criteria listed below:

- No more than nine quarter credits may be earned by directed study
- The student must have a cumulative GPA of 3.25 or better
- The student must have the permission of the instructor, an academic advisor, and program director
- Directed study will not be allowed for practical or application-type courses
Policies and Procedures – Registration

- Directed study must be for the total credit hours of a course
- The student must have been actively enrolled long enough to assess his/her qualifications
- The course must not be offered in the same term as requesting the directed study

NOTE: California applicants must be aware that pursuant to section 1399.434(i) of the California Acupuncture Regulations, a course taken as directed study may not meet the requirements for the California boards.

Schedule Changes: Adding & Dropping
Students may make changes to their didactic registration during the registration period beginning with their initial online registration and continuing through the end of the free add/drop period by utilizing the online registration feature of their CAMS Student Portal. Beginning the Wednesday of in-office clinical registration and during the two weeks following, students may adjust their clinical schedule without penalty by requested changes through the registrar’s office. The dates for the free add/drop period each term are defined in the academic calendar. During this time no fee is charged for changes made to an individual’s schedule. Changes made after this set period are subject to the following fees:

<table>
<thead>
<tr>
<th>Didactic courses, Clinic Theater, &amp; Clinic Obs.</th>
<th>Add/Drop fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Intern Clinics</td>
<td>$30</td>
</tr>
</tbody>
</table>

Fees are charged per clinic rotation/course added or dropped.

If a student is waitlisted for a course or clinic rotation, the add fee is waived for adding the waitlisted course/clinic to one’s schedule.

Any student who wishes to add or drop after the free period must complete the add/drop request form with the finance office. After the free period, tuition refunds for dropped courses and clinics are calculated according to the below refund schedule.

Refund Schedule: all courses (except four week) and clinical rotations

- Through the end of week one of the term: 100% refund of charges*
- Through the end of week two of the term: 75% refund of charges*
- Through the end of week three of the term: 25% refund of charges*
- Through the end of week four of the term: No refund*

Refund Schedule: all four-week courses

- Through the end of week one of the course: 100% refund of charges*
- Through the end of week two of the course: 25% refund of charges*
- Through the end of week three of the course: No refund*

Refund Schedule: single instance clinical rotations including Cureville, break week, and all other hourly special events

- Through the end of week prior to rotations: 100% refund of charges*
- Week of scheduled rotations: No refund*

* The applicable drop fee will be charged. Any course dropped after week 4 requires approval from an advisor. Forms are not processed on weekends.

For additions to one’s schedule, an add fee is charged along with tuition. In order for an addition to be processed, tuition must be paid in full or payment arrangements must be made. Any student who does
not officially drop a course and fails to attend will be responsible for the full tuition and receive a grade of F on his/her transcript. Fees cannot be transferred to any course.

Transcript Notation
MAcOM fall, winter, and spring courses dropped within the first two weeks of a term will have no transcript entry. MAcOM courses dropped after the first two weeks and before the end of the 8th week will have an entry of W if no quizzes or exams have been taken, WP if quizzes or exams have been taken and passed, or WF if quizzes or exams have been taken and failed. If a quiz or exam was scheduled and not taken, the entry will be WF. All classes dropped in the 9th week or later will have an entry of WF.

MAcOM summer courses dropped within the first 16% of scheduled class time will have no transcript entry. Courses dropped after the first 16% and before 67% of scheduled class time has elapsed will have an entry of W if no quizzes or exams have been taken, WP if quizzes or exams have been taken and passed, or WF if quizzes or exams have been taken and failed. If a quiz or exam was scheduled and not taken, the entry will be WF. All classes dropped after 67% of scheduled class time has elapsed will have an entry of WF.

DAOM courses dropped during the first residency week of the term will have no transcript entry. DAOM courses dropped after the first residency week will have an entry of WP or WF depending upon the faculty’s decision based on assessment of assignments completed.
Policies and Procedures – Financial Services

MAcOM Tuition
For returning students who entered the program before Summer 2015:
  • $237 per credit for didactic coursework
  • $422 per credit for clinical instruction

For students entering the program in the Summer 2015 term or later:
  • $287 per credit for didactic coursework
  • $594 per credit for clinical instruction

DAOM/DAcOM Tuition
For students entering the doctoral programs in January 2015 or after:
  • $433 per credit for didactic coursework and clinical instruction

MacOM/DAcOM Program Costs
For returning students who entered the program before Summer 2015, the total cost of tuition and fees for the complete program is approximately $55,158. For students entering the program in the Summer 2015 term or later, the total costs of tuition and fees for the complete program is approximately $72,404. The total cost of tuition and fees for the DAcOM adds an additional $19,259 to the MAcOM cost. AOMA reserves the right to make tuition adjustments of 4 – 8% per year that reflect changes in the cost of living and cost of education, subject to governing board approval.

DAOM Program Costs
For new students entering the program in January 2015 or after, the total cost of tuition and fees for the complete program is approximately $33,322. AOMA reserves the right to make tuition adjustments of 4 – 8% per year that reflect changes in the cost of living and cost of education, subject to governing board approval.

Program Related Fees
Application Fee, nonrefundable (U.S students only) $75
Facility Fee (per term) $85
Part-time surcharge (less than 12 credits per term, excluding Summer term-MAcOM only) $20
Practicum Insurance (per term)* $75
Clinic Practical Examination $40
MAcOM Graduation $125
DAOM/DAcOM Graduation $175

Additional Fees
Add/Drop – Didactic Courses, Clinic Observation, and Clinic Theater (after no-charge period) $30
Add/Drop – Intern Clinics (after no-charge period) $60
Written Make-up Exam $40
Audit $25/credit
Returned Check $25
Policies and Procedures – Financial Aid

<table>
<thead>
<tr>
<th>Service</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Additional Diploma</td>
<td>$40</td>
</tr>
<tr>
<td>Official Transcript</td>
<td>$15</td>
</tr>
<tr>
<td>Student ID and Badge Replacement</td>
<td>$5</td>
</tr>
<tr>
<td>Student Badge Rush Replacement**</td>
<td>$10</td>
</tr>
<tr>
<td>Tuition Payment Plan Fee***</td>
<td>$50/term</td>
</tr>
<tr>
<td>Late Monthly Payment Fee***</td>
<td>$25</td>
</tr>
<tr>
<td>Late Tuition Payment Fee</td>
<td>1% of unpaid balance, added monthly</td>
</tr>
</tbody>
</table>

* Practicum insurance covers the student throughout his/her clinical and techniques education at AOMA. This is an estimated cost and may vary slightly from year to year.

** Rush replacement is a 1 hour turnaround time for students who need their badge for clinic. The standard turnaround time for student badge and ID replacement is two business days.

*** The Tuition Payment Plan and Late Monthly Payment Fees are for those students paying tuition on a monthly payment plan only. Late Monthly Payment Fee is assessed if monthly payments are more than five days late.

All tuition is due by the end of the first week of the term unless arrangements for payment are made with the financial services administrator prior to the end of week one.

Miscellaneous Costs
In addition to tuition, there are a number of other expenses that students should anticipate, including textbooks, an herbal sample kit, and clinical tools such as stethoscopes and needles. The cost of books and clinical supplies varies per term. Estimated costs for books and supplies are approximately $1,000 per year.

Billing Procedure
Upon completion of online registration, each student has access to the invoice of charges for the next term via the student portal. Any related fees are the financial responsibility of the student. Any student with an outstanding balance will be contacted by the Financial Services Administrator for payment. Additional invoices may be requested from the finance office.

Tuition Payment and Payment Plans
Students are responsible for all financial obligations to AOMA or are responsible for making payment arrangements with the finance office. All tuition is due by the end of the first week of the term or arrangements for payment must be made with the finance office prior to the end of week one. Any account with an outstanding balance will be charged a fee of 1% of the balance due beginning week two of the term and charged monthly until the balance is paid or payment arrangements are scheduled. An account having an outstanding tuition balance past the first week of the term for which payment arrangements have not been made will also be subject to both business and academic holds. AOMA reserves the right to implement the following due to outstanding balances, unreturned library books, and/or other unreturned AOMA property:

- Limited access to term grades*
- Denial of registration for future terms**
- Withholding unofficial* and official transcripts
- Withholding diplomas or certificates
- Withholding verification of applicant’s credentials for licensure
Financial Statements

*These are accessible via the student portal  
**Balances must be current and/or payment arrangements made prior to registration. No student may enter class until cleared with the vice president of finance and operations.

Full access will only be restored once payment arrangements are made with the financial services administrator. For classes and clinics added after the term begins, tuition must be paid or arrangements for payment must be made prior to the add being processed.

Tuition payment plans are available each term and must be approved by the vice president of finance and operations. The following lists the fees associated with paying tuition via a scheduled payment plan.

| Payment fee plan                              | $50   |
| Payments made within 5 business days of due date | No fee |
| Late payments – 5 days past due date          | $25   |

Reimbursements

Students who have dropped courses within the time frame allotted for receiving a refund will receive a reimbursement check during the 5th week of the term.

Returned Checks

Any check that is returned to AOMA due to insufficient funds is charged a fee of $25 in addition to the amount due for which the check was written.

1098-T Information

Form 1098-T (Tuition Payments Statement) is the information return that colleges and universities are required to issue for the purposes of determining a student’s eligibility for education tax credits. AOMA files a copy of the return with the IRS. The finance office distributes Form 1098-T for the previous year’s tuition before January 31st of each year. The information contained in the 1098-T will help students determine if they may claim the Hope or the Lifetime Learning education tax credits using IRS Form 8863 (Education Credits). In order to receive form 1098-T in a timely manner, students must inform the registrar of any address changes.

Emergency Loans

AOMA provides a limited fund for short-term loans to students for emergencies. These loans are not related to federal financial aid, but are issued by the school to students in need. Because the amount of the fund is limited, the following restrictions have been placed on the loans:

- The loans are made at the sole discretion of the finance committee. Criteria used in assessing whether or not the loan will be made may include the student’s academic standing, financial standing, and assessment of loan risk.
- When the fund is exhausted, no loans can be made until outstanding loan monies are repaid to the fund.
- The maximum loan for full time students is $750 except in extreme circumstances. The finance committee will determine whether or not the amount can exceed $750.
- Student will not be eligible for another emergency loan for nine months from disbursement date of current loan.
Students must apply for the Student Emergency Loan by completing the required form and submitting it to the VP of Finance, Operations & Student Services for approval. The interest charge for the loan is 1% per month of simple interest or portion thereof starting with the first month, and the loan must be repaid in full by the end of the first week of the term following the term in which the loan was made unless a different payment arrangement is agreed upon by the finance committee. Interest may be waived in the event that the emergency loan being granted is due to a financial aid processing delay and is no fault of the student. An Emergency Loan check may take up to 36 hours for processing before it is available to the student.

Privacy of Financial Records
AOMA has adopted a sensitive information policy to help protect employees, customers (including students), its contractors, and the institution from damages related to the loss or misuse of sensitive information. This policy has been adopted in accordance with the Fair & Accurate Credit Transactions Act (Red Flags Rule). To read the full statement of AOMA’s policy regarding privacy of student financial records, please see General Appendices – H.
Policies and Procedures – Financial Aid

Federal Student Loans
AOMA’s programs are certified by the US Department of Education to participate in the Title IV Federal Student Aid Program. Students may be eligible for Federal Direct Unsubsidized Loans, Federal Work-Study, and Federal Direct Graduate PLUS Loans.

For more details, please contact the financial aid office, reference the financial aid manual, or visit www.aoma.edu/financial-aid. The website outlines a step-by-step application process and includes a link to the Free Application for Federal Student Aid (FAFSA). All students receiving financial aid must apply or update their FAFSA by June 30th of every year at www.fafsa.ed.gov.

Veterans’ Administration Educational Benefits
AOMA’s MAcOM and DAOM programs are approved for educational benefits through the Veteran’s Administration. For details, please contact the Director of Financial Aid by phone (512-492-3077) or by email (financial.aid@aoma.edu). Please reference the Financial Aid Manual for processing information.

Students eligible to receive veterans’ benefits while enrolled in an eligible course of study at AOMA will not be eligible to receive veterans’ educational benefits for any course(s) that the student successfully completed in another program (as determined at the school’s discretion in accordance with the regulations of the US Department of Veterans’ Affairs). As a result, each student eligible to receive veterans’ educational benefits while attending an eligible program of study at AOMA must provide the school with an official transcript for all previous post-secondary education and the student’s military discharge document, DD214 Member-4, prior to the first scheduled class in the student’s eligible program of study. AOMA will determine, at its discretion, whether the subject matter of the course(s) previously taken by the student is substantially the same as the subject matter of any course(s) contained in the student’s eligible program of study at the school. If AOMA determines that the subject matter of any of the student’s prior course(s) is substantially the same as the subject matter of any course(s) in the student’s eligible program of study at the school, AOMA will grant the student transfer credit for such prior course(s). For questions, please contact the financial aid office (financial.aid@aoma.edu).

Vocational Rehabilitation Benefits (DARS)
AOMA is an approved provider of training for clients of the Texas Department of Assistive and Rehabilitative Services (DARS). Texas DARS may assist qualified Texas citizens needing rehabilitation training with the cost of education, supplies, and equipment in order to complete AOMA’s graduate program. Students who believe they are eligible for DARS support may contact DARS directly to establish eligibility. For details, please contact the financial services administrator by phone (512-492-3007) or by email (financial.aid@aoma.edu).

For more information regarding financial aid policies and procedures, please see AOMA’s Financial Aid Manual.
Policies and Procedures – General

Active Military Duty
AOMA wishes to provide as much assistance as possible to students who are called to active duty in the United States Armed Services. AOMA recognizes that no policy can anticipate every situation or circumstance that may arise when students or employees are called to active duty on short notice. Nonetheless, the institution is committed to responding to individual situations with sensitivity and in the spirit of justice and charity. Students called for active duty should schedule an appointment with an advisor and, if applicable, the Director of Financial Aid.

CAMS Student Portal Usage Policy
Each individual upon admittance to AOMA will receive the necessary information to access and manage their CAMS Student Portal. Access will begin following new students’ initial registration and remain in effect and uninterrupted throughout their academic career until graduation. Upon graduation, alumni will have access to their portal for one month from their graduation date. Students who withdraw from the program, either through submission of official withdrawal paperwork or withdrawn administratively, will have access to the portal removed effective the date of withdrawal. Students who decide to take a term off from their studies through an official withdraw will still have access to the portal during this time.

Alumni who wish to audit a course will, for the duration of the course, have access to their portal reinstated so that they can access course material.

Access to the student portal is granted exclusively for educational purposes. At no point should an individual, while a student or alumni, use student directory information for solicitation and advertising. Using student information or materials posted as course documents, for marketing purposes is not permitted.

Change of Address/Name
Any change of address or name, due to legal name change, must be submitted in writing to the registrar in order for a student’s record to be updated. Appropriate forms of proof required for name change includes a copy of a marriage certificate, social security card, or decree from a court.

Please note that for purposes of Federal Financial Aid, the student should make sure that the name on the FASFA application matches the one on the student’s social security card.

Drug & Alcohol Prevention Program
In accordance with the Drug-Free Schools and Communities Act of 1986 and the Higher Education Act of 1965 as amended by the Drug-Free Schools and Communities Act Amendments of 1989, Public Law 101-226, AOMA has adopted a policy to prevent the unlawful possession, use and distribution of illicit drugs and alcohol by employees and students. AOMA’s policy is in accordance with the Federal Drug-Free Workplace Act of 1988. For a full statement of AOMA’s Drug & Alcohol Prevention Program, please see General Appendices—E.

FERPA (Family Educational Rights and Privacy Act)
The Family Educational Rights & Privacy Act (FERPA) of 1974 is a federal law that applies to an educational institution that receives federal funds under an applicable program of the U.S. Department of
Education. FERPA protects the release and access to a student’s educational records through requiring prior written consent before an educational institution may disclose personally identifiable information from a student’s education record to a third party.

Each student upon admission to AOMA is provided the Authorization to Disclose Student Information form to complete if they wish to grant right of access to information to others. Upon completion, this form is submitted to the Registrar to place within the student’s record. A student may at any time make changes to disclosure authorization by obtaining the Authorization to Disclose Student Information form from the registrar and completing. In addition, annually in the spring term a notice is placed on the CAMS student portal alerting students of their FERPA rights and how to make any desired disclosure changes.

Directory Information
In addition to educational records, AOMA takes great care in safeguarding each student’s directory information. While per FERPA an institution may disclose without consent directory information, AOMA chooses to not release any information without student authorization. AOMA designates the following information as Directory Information for students who are currently enrolled:

- Name
- Local address
- Email address
- Telephone numbers

While this information is solely available through the AOMA CAMS Student Portal, students can elect to have this information withheld from the student population. To withhold the release of the above information, a student must submit a written request to the registrar’s office. This request, once submitted, is permanent and will remain in force until rescinded in writing by the student. Upon graduation or withdrawal from AOMA, a student’s directory information is removed from the active student directory. Any appeal of this policy should be submitted to the registrar.

For further details of the FERPA Act and to understand how this act protects your educational records, please see General Appendices—F.

Identity Protection & Safeguarding of Computer Records
AOMA has adopted a sensitive information policy to help protect employees, customers (including students), its contractors and the institution from damages related to the loss or misuse of sensitive information. This policy has been adopted in accordance with the Fair & Accurate Credit Transactions Act (Red Flags Rule). To read the full statement of AOMA’s policy regarding identity protection and safeguarding of computer records, please see General Appendices—H.

Emergency Alert
During an emergency situation AOMA employs multiple communication methods. Alert notification is provided by campus public address system, email, text message, and our website. By default all students, faculty and staff are enrolled in the email notification system.
Inclement Weather Policy
Because of the difficulty of rescheduling classes, AOMA will make every effort to hold classes as scheduled; however, the administration also tries to use common sense and is concerned for the safety of AOMA’s students, faculty, and staff.

When severe weather is forecasted, the Vice President of Operations consults with the President and will make the decision regarding the cancellation of classes and clinics and will notify faculty, students and staff. If the decision is needed outside of business hours, the Vice President will consult with the president and make the decision and communicate it to the president’s cabinet. Vice President of Operations will notify students, faculty, and staff by verbal announcements on AOMA’s main telephone message at 512-454-1188, text messaging, group email announcements, posting on the Student and Faculty Portals, and by posting the information on the AOMA website and, if possible, on all entry doors on campus. The announcements will include the start time of the closure and the expected return time. All announcements will be kept up-to-date by the senior staff as changes occur. Note: If classes are cancelled earlier in the day but the weather improves, evening classes and clinics may be held.

Intellectual Property Policy
AOMA has adopted a policy governing the management of intellectual property resources produced by AOMA faculty, staff, administration, and students. This policy provides guidelines for works that are typically eligible for copyright or patent. Students and staff (faculty and other employees) are strongly encouraged to consult with their supervisor, department director, vice-president for faculty, or program director before producing works using AOMA resources. The full policy is in Appendix I of the General Appendices.

Official Communications
AOMA administration disseminates campus communications via email, campus bulletin boards, AOMA website, and the CAMS student portal. These announcements may include national board examination updates, class schedules, and student services information. Students must maintain an email address for official communications from various offices, including finance, financial aid, and registrar.

Solicitation and Advertising
Non-employees may not solicit or distribute written materials of any kind at any time on premises that are owned, leased, operated, managed, or controlled by AOMA, including AOMA Herbal Medicine.

AOMA bulletin boards are the only areas where any merchandise or notices may be placed. Such items must meet the guidelines established by the director of marketing and outreach who must approve any postings.

Use of AOMA Name or Logo
The name “AOMA” or “AOMA Graduate School of Integrative Medicine” or “Academy of Oriental Medicine at Austin” may not be used by any member of the AOMA community, including employees, students, clubs or organizations, or any business or individual, as a part of its title, name or designation, or in the title or name of any publication, or for advertising purposes of goods and services, or on a bank account, without prior written approval from the director of marketing and outreach and the vice president for student services and operations.

The following limitations are applied on the use of the AOMA logo and other graphic elements:

- Do not modify or recreate the AOMA logo under any circumstances,
• Do not extract any of the graphic elements contained in the AOMA logo to use separately
• Never redraw or rescale the elements of the AOMA logo or add other graphic elements to it, and
• Always use the authorized digital artwork provided by AOMA.

Authorized artwork can be obtained by contacting Rob Davidson, director of marketing and outreach at rdavidson@aoma.edu, 492-3034.
Policies and Procedures – Academic

MAcOM Academic Standing
A MAcOM student must maintain a grade point average (GPA) of at least 2.0 to be in good academic standing and eligible for graduation. Any failed course must be repeated for credit and a student may not continue to the next level of coursework having failed the prerequisite.

A MAcOM student who seeks admissions into the DAcOM program must maintain a cumulative GPA of at least 3.0 to be considered in good academic standing and to be eligible for full admission to the DAcOM.

MAcOM Academic Probation
A MAcOM student whose grade point average falls below 2.0 in any term will be placed on academic probation for the following term. If during this time a student’s grades improve and his/her term GPA is at or above 2.0 the probation will be lifted and student status updated to good academic standing. Term GPA is determined by the analysis of grades in core classes. Core classes are didactic courses with a department code of AT, HT, and WS. If a student’s grades do not improve over the term, he/she will be placed on academic suspension.

MAcOM Academic Suspension
A student placed on academic suspension must withdraw from their studies for at least one full term. To return, the student must submit a letter of intent to the program director at least three months before the start of the term for which enrollment in coursework is being sought (six weeks if the suspension is from the spring term and the student seeks readmission for the fall term). The letter should include what the circumstances were leading up to the suspension, what the student has been doing during the suspension, and what will be done if allowed to enroll in the requested term to ensure success in the program. The student should show evidence of how he/she will be successful in the program if allowed to return to complete their studies.

The academic council will decide whether to allow the student to return and when he/she may begin taking courses again. If approved the student must maintain a GPA at or above 2.0 during the following term and during each of the following four terms in which the student is enrolled or he/she will be dismissed from the program. The academic council may impose other conditions that must also be met. The analysis of the improvement of GPA will be done on core classes, didactic courses with a department code of AT, HT, and WS.

Dismissal and Expulsion from the MAcOM Program
Policies and Procedures – Academic

There are several standards for showing academic progress. Failure to meet AOMA’s standards may result in dismissal or expulsion from the MAcOM program. Some of these include:

1) A student who fails the benchmark written exam three times will be dismissed.
2) A student who is placed on academic probation more than three times may be dismissed.
3) A student, who fails any course three times, including grades of F, AF, and WF, will be dismissed.
4) A student who breaks the conditions of their enrollment after suspension may be dismissed.
5) A student may be dismissed or expelled from the program as a result of a decision by the Misconduct Advisory Committee.

There are numerous case-dependent situations not covered above that might call for dismissal or expulsion from the program. Some of these could include, but are not limited to:

1) Patterns of enrolling in and dropping classes, regardless of the effect on GPA.
2) Deteriorating health of the student such that continuing in the program may be dangerous for self or others, or will interfere with successful completion of the program.
3) Other patterns of behavior or lack of academic progress that in the professional judgment of the faculty will greatly interfere with a student’s ability to complete the program and become a competent licensed acupuncturist.

After a period of one year, a dismissed student may apply for readmission to the program under the terms outlined in the most current catalog. An expelled student will not be considered for readmission into the MAcOM program or any other program AOMA may offer. All decisions to dismiss or expel a student are final. Appeal is only available if compelling new information is brought forward via the student services office. The student may contact the Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM).

Students receiving educational assistance from sources outside the school (e.g., Texas DARS, Veteran’s Administration, Federal Financial Aid, etc.) should be aware that the agency sponsoring the assistance will be notified of any change in the student’s academic status.

**Doctoral Academic Standing**

A doctoral student must maintain a grade point average (GPA) of at least 3.0 (80%) to be in good academic standing and eligible for graduation. Any failed class, earning a grade below a 70%, must be repeated for credit and a student may not continue to the next level of coursework having failed the prerequisite. Students should consult the “Course Descriptions” section of the AOMA catalog for prerequisite information. Grades will be reviewed by the DAOM program director at the completion of each course, along with a GPA review at the end of each term.

**Doctoral Academic Progress**

The DAOM program is a two-year program, although a learner may take up to four years to complete the program. The doctoral portion of the DAcOM may take one to four years to complete based on elective
choices. The combined MAcOM-DAcOM has an eight-year time limit. Academic progress is a combination of good academic standing and timely progression through the program to be able to graduate within the four-year limit. If a learner takes longer than four years, she/he may reapply to the program under the current catalog.

**Doctoral Remediation Plan**
A student who earns below a C (70%) in any course or clinical rotation will be placed on a remediation plan. A remediation plan will be decided on a case-by-case basis, and may include additional work. The DAOM program director will work with the faculty member(s) involved to create the remediation plan.

**Doctoral Academic Probation**
A student whose grade point average falls below 3.0 on any GPA review will be placed on academic probation for the following academic quarter. Probation includes a remediation plan. If the student’s grades improve, the remediation plan is completed, and his/her GPA is at or above 3.0 on the next review, the probation is lifted. If the student’s grades do not improve, or the remediation plan is not completed, he/she will be placed on academic suspension.

**Doctoral Academic Suspension**
Suspension from one of the doctoral program is a serious event. The length of suspension is contingent on which program requirements have been completed, the pre-requisite structure, and when the next required courses are offered again. The suspension may be as long a year. To return to their studies, the student must submit a letter of intent to the program director. This letter must be submitted at least three months before the start of the residency week for which return is being sought. The letter should include what the circumstances were leading up to the suspension, what the student has been doing during the suspension, and what will be done if allowed to return to ensure success in the program. The student should show evidence of how he/she will be successful in the program if allowed to return to complete their studies.

The conditions leading to the suspension will be taken into consideration for reinstatement or dismissal from the program.

The academic council will decide whether to allow the student to return and when he/she may begin taking courses and clinics again. If approved the student must maintain a GPA at or above 3.0 during the following two-week residency period. The academic council may impose other conditions that also must be met, such as a remediation plan.

**Dismissal and Expulsion from a Doctoral Program**
There are several standards for showing academic progress. Failure to meet AOMA’s standards may result in dismissal or expulsion from the doctoral program. Some of these include:
1) A student who is placed on academic probation more than once may be dismissed.
2) A student who fails to satisfactorily complete a remediation plan may be dismissed.
3) A student who breaks the conditions of return after suspension may be dismissed.
4) A student may be dismissed or expelled from the program as a result of a decision by a Misconduct Advisory Committee.
5) A student who fails any course two times, including grades of F, AF, and WF, he/she will be dismissed.

There are numerous case-dependent situations not covered above that might call for dismissal or expulsion from the program. Some of these could include, but are not limited to:

1) Patterns of enrolling in and dropping classes, regardless of the effect on GPA.
2) Deteriorating health of the student such that continuing in the program may be dangerous for self or others, or will interfere with successful completion of the program.
3) Other patterns of behavior or lack of academic progress that in the professional judgment of the faculty will greatly interfere with a student’s ability to complete the program and become an advanced practitioner of acupuncture and Oriental medicine.

After a period of one year, a dismissed student may apply for readmission to the program under the terms outlined in the most current catalog. An expelled student will not be considered for readmission into the doctoral program or any other program AOMA may offer. All decisions to dismiss or expel a student are final. Appeal is only available if compelling new information is brought forward to via the student services office. The student may contact the Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM www.aacom.org).

Students receiving educational assistance from sources outside the school (e.g., Texas DARS, Veteran’s Administration, Federal Financial Aid, etc.) should be aware that the agency sponsoring the assistance will be notified of any change in the student’s academic status.

**Attendance**

Students are expected to be in class on time, remain in class for the full duration of each session, and attend all scheduled class sessions. Courses in a professional program depend on informed and active discourse between the instructor and students. Absences are therefore detrimental to the achievement of objectives for the absent student as well as for his/her classmates. Tardiness or early departures have a similar effect, causing disruptions in the progression of a class.

*Tardiness/Early Departure* Tardiness is defined as entering the classroom after instruction has begun; early departure is defined as leaving before instruction has concluded. Each instance of tardiness or early departure will be counted as one instructional hour missed. Three instances of tardiness therefore equal one missed class. Excessive or extended time out of the classroom may also count as tardiness.
Absences: Didactic Courses MAcOM students may miss up to three three-hour sessions in a 36-hour course; one three-hour session in an 18-hour or 24-hour course; and three hours in a 12-hour course without a penalty. If a student misses more than 25% of the course, the student will be dropped from the course as of that date and the course grade determined as outlined in the Policies and Procedures - Registration section of this manual.

Due to the nature of the doctoral residency weeks, doctoral students should work with their instructors and doctoral program director if absences become necessary.

Absences: Practical Courses MAcOM students may miss only two three-hour classes without penalty. If three are missed, the final grade will be lowered one letter. If a student misses more than three classes, he/she will be dropped from the course as of that date, and the course grade determined as outlined in the Policies and Procedures - Registration section of this manual.

Absences: Mind/body Courses MAcOM students may miss only two one-hour classes. If a student misses more than two classes, he/she will be dropped from the course as of that date, and the course grade determined as outlined in the Policies and Procedures - Registration section of this manual.

AOMA does not distinguish between excused and unexcused absences. Additionally, instructors reserve the right to impose stricter attendance requirements for individual courses if they believe such an amendment is necessary for the achievement of the course objectives. Instructors must note any attendance policy changes in the course syllabus and students will be expected to adhere to the attendance requirements as outlined for that particular course.

MAcOM Benchmark Practical and Written Exams
Students are required at various points in the program to complete benchmark exams offered in both written and practical formats.

Benchmark Written Exam
This exam is taken at the end of the first year of study to ensure adequate academic progress and is a requirement for clinical internship. A student may sit for this exam when the following prerequisites are completed or in progress in the term registered to complete the exam:

- Foundations 1 & 2
- Acupuncture Treatment of Disease 1
- Energetics 1 & 2
- Anatomy & Physiology 1, 2, & 3
- Biomedical Terminology
- Systemic Pathophysiology
- Diagnostics 1 & 2
- Point Location 1, 2, & 3
- Acupuncture Techniques 1 & 2
- Point Location Techniques 1 & 2
- Herbs 1 and Lab 1
- Microbiology & Path1
- Physical Assessment 1 & 2

Registration for this exam occurs through online registration each term or by contacting the registrar.

If a student fails this exam at the initial testing, AOMA will provide the student with an analysis of their weaknesses. The student will provide the academic leadership with a proposal of preparation and study plan.
methods before being eligible to retake the exam. If a student fails this exam a second time, the school will provide another analysis of weaknesses and a required tutorial program for the student to follow prior to retaking the exam. *If a student fails this exam a third time, the student will be dismissed from the program.*

Practical Exams

Students are responsible for completing two practical exams during their studies within the MAcOM program.

**Level 1 Practical Exam**

Once a student has accumulated 288-324 clinic hours, the level 1 intern will be tested on his/her clinical skills. This exam is held once in the winter, spring, and fall terms and students may register during online registration or in-person with the registrar. The exam must be taken in a timely manner (while in the term at the end of which the intern will have completed between 288 to 324 hours) and if a student exceeds 400 hours and has not yet passed the level 1 practical exam, they will not be allowed to register for clinical rotations until this requirement is complete. Dates and details of practical exams are posted on the AOMA website. The fee is for this exam is listed in the Policies and Procedures – Financial Services section. This exam is typically completed during the second or third term of internship.

**Level 2 Practical Exam**

Once a student has accumulated 576-720 clinic hours, the level 2 intern will be tested on additional clinical skills. This exam is held once in the winter, spring, and fall terms and students may register during online registration or in-person with the registrar. The exam must be taken in a timely manner (while in the term at the end of which the intern will have completed between 576 to 720 hours) and if a student exceeds 800 hours and has not yet passed the level 2 practical exam, they will not be allowed to register for clinical rotations until this requirement is complete. Dates and details of practical exams are posted on the AOMA website. The fee is for this exam is listed in the Policies and Procedures – Financial Services section. This exam is typically completed two to three terms from one’s final term.

**Exit Written Exam**

Students are required to complete a comprehensive written exit exam prior to graduation. The exam is offered the same day as the benchmark examination and should be completed within the last two terms of study. If a student is not successful in passing the exam, he/she must retake the exam. The first two times a student fails the exam, the procedures outlined above for failing the first-year benchmark exam will be followed. If a student fails the comprehensive written exit exam a third time, the student will be required to take 36 classroom hours of didactic study that directly relate to the area(s) of weakness and follow a tutorial program designed by the academic department. The student must complete these in order to be eligible to retake the exam a third time. There is no limit on retaking the written exit exam.

**Course Credit Values**

Each didactic credit is equivalent to twelve hours of in-class instruction; each clinical credit is equivalent to twenty-four hours of practical instruction; each externship credit is equivalent to thirty-six hours of practical instruction.
Diplomas
Upon successful completion of all graduation requirements, diplomas will be released to graduates usually within two weeks of their graduation date. Graduates will receive notification that diplomas are available via email.

For any reason that a duplicate diploma is needed, the Replacement Diploma Request form must be completed and submitted with the appropriate fee. Please note that due to changes in staffing, signatures may not match those on the original diploma.

Enrollment Definitions
A student’s enrollment status is determined by the cumulative hours completed at AOMA and, if applicable, any transfer credit awarded. Students are classified by hours enrolled each term, progress through the program, and status determined at admission.

MAcOM students enrolled in twelve or more credits during a term are considered full-time students. Herbal certificate students enrolled in six or more credits during a term are considered full-time students. DAcOM students enrolled in seven or more credits during a term are considered full-time students. DAOM students enrolled in nine or more credits during a term are considered full-time students. Any enrollment below this is considered part-time. Please refer to the Financial Aid Manual for the most current financial aid enrollment definitions.

Students are expected to register each term and attend class continuously until they have completed the program, unless they have withdrawn from courses for the term through completion of the withdrawal form. Failure to do so will result in the student being administratively withdrawn for the term and ultimately the program if one year of inactivity passes.

A degree-seeking student is a full-time or part-time student who has been accepted and matriculated into the program. A non-degree seeking student is a student who has been accepted for admission but is not seeking a degree.

MAcOM Exam Rescheduling
The following outlines the policy and procedure set for students who miss an exam and are enrolled in a course where the instructor allows make-up exams. Please note: It is under each instructor’s academic freedom within their course to allow missed exams to be rescheduled or not or require the completion of additional exams in place of a missed exam. The student is responsible for communicating with faculty and staff to schedule and complete missed exams. The student is solely responsible for making up any practical portion of an examination by arranging to complete directly with their instructor. Missed examinations, written or practical, must be completed prior to the next scheduled meeting of the course or before the beginning of the next term if the missed exam is a final exam. If an exam is missed prior to a break week, the exam must be completed during break week and scheduled in the same manner as a regular makeup exam. Final exams taken as make-up exams during break week may delay receipt of financial aid for the following term.

Please Note: During the summer term, classes usually meet twice a week; this significantly changes the timeline of when exams must be completed.
Written examinations may be completed in the designated testing room from 12:30pm to 2pm Monday through Friday. Final written exams may be completed from 11am to 2pm Monday through Friday. All exams must be completed by 2pm. Exams scheduled during break weeks adhere to the same scheduling procedure as listed below.

Students who fail to complete their exam during their scheduled appointment will receive a zero on the examination.

Procedure

Any student who needs to reschedule an exam may do so via two methods:

1. **Scheduling In-Office:** A student may visit the Finance Office in person at least 24 hours in advance of their requested exam date, complete the required form, and submit payment of the $40 fee.

   OR

2. **Online:** A student may submit their request through online payment of the $40 fee through aoma.edu and email submission of the completed request form. Submission of the form and proof of payment must be submitted at the same time and be received at least 24 business hours in advance of the desired date. Business hours are 9am to 5pm, Monday through Friday. Exams may not be scheduled online during the weekend for an exam needing to be completed on Monday. Exams will not be scheduled without verification of online payment. **If an individual is submitting payment on your behalf in an online transaction, you must notify us so that we know that your exam fee has been paid and by whom.**

On the day of the exam, the student will report to the designated testing room at the start time they have selected on their form to receive and complete their examination. **Please Note:** Exams will not be proctored earlier than the scheduled appointment.

- Late arrival up to 15 minutes: total allotted exam time reduced by minutes late
- Arriving more than 15 minutes late: exam must be rescheduled and exam fee paid again; individuals will not be allowed to test if arriving more than 15 minutes late from their selected exam start time.

If administration is notified prior to the scheduled exam start time, the student may reschedule the exam without penalty.

**Exceptions to this policy must be submitted directly to the instructor of the course,** who if approves must submit to the registrar via email the terms of rescheduling the exam.

**Grades**

AOMA courses are offered for a letter grade or on a pass/fail basis. In the pass/fail grading system, a passing grade indicates that the student has achieved at least the minimum requirements and 70% competency of the course material; a failing grade indicates that the student has not met the minimum requirements and has not achieved at least 70% competency of the course material.
Policies and Procedures – Academic

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<tr>
<th>Letter Grade</th>
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<th>Percent Grade</th>
<th>Quality Points</th>
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<td>Very Good to Excellent</td>
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<td>Average to Good</td>
<td>80-89%</td>
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<td>Below Average, but Acceptable</td>
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</table>

**Calculating Grade Point Average**

GPA is used to determine successful progression through the program as well as academic standing, successful and negative. GPA is calculated by dividing the total number of quality points by the total number of graded credit hours attempted. When calculating GPA, only the highest grade for a course is computed in the cumulative GPA. Repeated courses will have a ‘R’ listed next to the original attempt at passing the course.

Example of GPA calculation:

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Credits x Quality Points</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>3 x 4</td>
<td>12</td>
</tr>
<tr>
<td>B</td>
<td>3 x 3</td>
<td>9</td>
</tr>
<tr>
<td>F</td>
<td>1.5 x 0</td>
<td>0</td>
</tr>
<tr>
<td>C</td>
<td>2 x 2</td>
<td>4</td>
</tr>
<tr>
<td>A</td>
<td>3 x 4</td>
<td>12</td>
</tr>
</tbody>
</table>

Total Credits 12.5 Total Quality Points 37
Total Quality Points (37)/Total Attempted Credits (12.5) = 2.96 GPA

**Clinical Evaluation**

Clinical evaluation forms have a five point rating scale:

1) Unsatisfactory – not good enough; not satisfactory ≤ 69%
2) Needs Work – marginal; not very good 70-79%
3) Competent – having adequate ability; legally qualified or adequate 80-89%
4) Proficient – well advanced in occupation, or branch of knowledge 90-96%
5) Excellent – superior; very good of its kind; eminently good 97-100%

MAcOM graduation minimum and entry into the DAOM is level 3 (competent).

**Grade Reports**
Final grades for all coursework and clinical instruction are available for view via the CAMS Student Portal at the end of each term. Although official, these reports are not to be considered equivalent to official transcripts, which are maintained in the student’s official record in the registrar’s office.

**Repeating a Course**
Students must receive a grade of at least 70% to receive credit for a course and continue to the subsequent course in a series. In the event the prerequisite course is not passed, the student will not be allowed to continue the series and be dropped from the subsequent course.

**Plagiarism and Cheating**
Plagiarism and cheating are serious offenses of academic and public life. Blatant or intentional plagiarism occurs when a person copies a passage almost word for word without identifying the source of the words or ideas. Unintentional plagiarism occurs when a person attempts to paraphrase the words of another, but the sentence structure, sequence of ideas, and key phrases noticeably resemble the original without giving due credit to the author.

Cheating is looking at or copying unauthorized sources during an in-class quiz, test, or exam, or during a take-home exam or assignment. It may also include unauthorized submission of a paper or assignment used for another class.

Faculty may impose the following consequences in instances of plagiarism or cheating:

- **Blatant Plagiarism**: May mean (at the discretion of the professor) failure in the course.
- **Unintentional Plagiarism**: May (at the discretion of the professor) result in an automatic “F” for the assignment and may require that, in order to receive credit for the course, the student repeat the assignment (without credit) using proper documentation.
- **Cheating**: May result in an “F” for the assignment. It may also result in failure of the course and any other action deemed appropriate by the professor, department chair, and Program Director.
- **Repeated Plagiarism or Cheating**: May result in academic suspension.

Faculty must report all incidences of plagiarism or cheating to the Program Director.

**Grade Appeal Policy and Procedure**
Any student who wishes to appeal a grade must follow the procedure outlined below. All academic rights and privileges of faculty members and students are to be honored in this process. Since the grading process involves the instructor’s judgment of academic performance, the only issue under consideration in this process is whether or not the student can present clear evidence that the assignment of the grade was based on:

1) the application of grading standards other than those described in the course syllabus,
2) the application of grading standards different from those applied to other students,
3) a grade assignment based on factors not related to the student’s performance,
4) failure to provide the student with equivalent opportunities to complete course assignments,
5) error(s) of fact in the computation of the course grade.
Course Assignment Grades
Grades received on individual course assignments may not be appealed. However, students who believe that they have received a grade on a course assignment that is in error are entitled and encouraged to seek review of that grade. The student must first address their concerns with the faculty member of the course and attempt to resolve the issue at that level. If a satisfactory resolution cannot be achieved, the student is required to notify the department director in writing of the situation and describe the grounds for the alleged discrepancy. The department director will then meet with the faculty member and the student to discuss the student’s concerns and negotiate a resolution. At his/her discretion, the department director may meet privately with either party prior to the resolution discussion. The department director will then notify the student and faculty member in writing of the outcome and a copy of this letter will be placed in the student’s file.

Course Grade Appeal
Students who believe that they have received a course grade in error may appeal the course grade. There is a 30-day limit after the official grade has been posted for this appeal, with the exception of a mathematical error in computation of the grade based on the scores of the assignments, tests, and other components. Faculty are required to keep grading components for 30 days after completion of the course. Final exams for each course are kept on file in the registrar’s office for one year. To appeal, the student must first address their concerns with the faculty member of the course and attempt to resolve the issue at that level. If a satisfactory resolution cannot be reached, the student must submit a written request for appeal with the program director. This request may be filed at any time after course grades are assigned during the term but must be received by the program director no later than five working days from the end of the term. Upon receipt of a written request for appeal, the program director will notify the vice president of faculty and an appeal committee will be empaneled by the vice president of faculty consisting of the vice president, as chair of the committee, and three faculty members. The vice president of faculty will notify the program director, student, and faculty member in writing of the date of the appeal hearing.

Appeal Committee Meeting
A student may bring representation to the appeal committee meeting provided that they have notified the vice president of faculty in advance of their intent to bring representation and of the identity of the representative; however, the chair may decline the participation of a representative if their presence is deemed inappropriate or in violation of FERPA guidelines. The representative may provide advice and counsel to the student, but may not speak unless asked to do so by the appeal committee. During this meeting the student gives testimony as to the circumstances of the situation and grounds for appeal. At this time, the student will provide any and all evidence substantiating their claim.

The faculty member will then provide testimony and materials. The committee may call additional witnesses, question them, and/or request additional materials from any party. Upon conclusion of the hearing the committee will adjourn to private session for deliberation. Decisions are rendered based on a simple majority. In cases of a tie vote, the chair will cast the deciding vote. The chair sends written notification to the program director of the committee’s decision and the program director sends a letter to the student, faculty member, and their department director communicating the decision of the committee. All decisions made by the appeal committee are final and no grade may be officially recorded until the appeal process is completed.
Graduation and Graduation Policies

Academic Requirements
Academic requirements may vary slightly each year, so individuals should refer to the catalog specific to the year in which they entered the program as well as consulting with an academic advisor. On occasion, due to professional and/or legal changes, students may be required to complete additional requirements not included in the curriculum plan under which they entered. To qualify for graduation, students must complete all didactic and clinical instruction hours listed below:

Requirements for MAcOM students who enrolled prior to summer 2011:

<table>
<thead>
<tr>
<th></th>
<th>CREDITS</th>
<th>HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acupuncture and Techniques</td>
<td>44</td>
<td>528</td>
</tr>
<tr>
<td>Chinese Herbal Medicine</td>
<td>52</td>
<td>636</td>
</tr>
<tr>
<td>Integral Studies</td>
<td>38</td>
<td>456</td>
</tr>
<tr>
<td>Biomedical Sciences</td>
<td>48.5</td>
<td>582</td>
</tr>
<tr>
<td>Clinical Internship</td>
<td>42</td>
<td>1,008*</td>
</tr>
<tr>
<td>Total</td>
<td>224.5</td>
<td>3,210</td>
</tr>
</tbody>
</table>

*See detailed clinical requirements in Clinic Manual.

Requirements for MAcOM students who enrolled summer 2011 and beyond:

<table>
<thead>
<tr>
<th></th>
<th>CREDITS</th>
<th>HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acupuncture and Techniques</td>
<td>36</td>
<td>432</td>
</tr>
<tr>
<td>Chinese Herbal Medicine</td>
<td>42.5</td>
<td>522</td>
</tr>
<tr>
<td>Integral Studies</td>
<td>38</td>
<td>456</td>
</tr>
<tr>
<td>Biomedical Sciences</td>
<td>43</td>
<td>516</td>
</tr>
<tr>
<td>Clinical Internship</td>
<td>40.5</td>
<td>972*</td>
</tr>
<tr>
<td>Portfolio and Checklist of Procedures and Skills</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Total</td>
<td>200</td>
<td>2,898</td>
</tr>
</tbody>
</table>

*See detailed clinical requirements in Clinic Manual.

Requirements for Traditional Chinese Herbal Medicine Certificate Program:

<table>
<thead>
<tr>
<th></th>
<th>CREDITS</th>
<th>HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chinese Herbal Medicine</td>
<td>39</td>
<td>468</td>
</tr>
<tr>
<td>Herbal Clinical Internship</td>
<td>9</td>
<td>216*</td>
</tr>
<tr>
<td>Total</td>
<td>48</td>
<td>684</td>
</tr>
</tbody>
</table>

*See detailed clinical requirements in Clinic Manual.

Requirements for DAcOM students:
Policies and Procedures – Academic

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>DAcOM Core Courses, Portfolio, QIP</td>
<td>13</td>
<td>156</td>
</tr>
<tr>
<td>DAcOM Elective Track</td>
<td>12</td>
<td>144</td>
</tr>
<tr>
<td>Doctoral Clinical Internship</td>
<td>18</td>
<td>432*</td>
</tr>
<tr>
<td>Total</td>
<td>43</td>
<td>732</td>
</tr>
<tr>
<td>MAcOM</td>
<td>200</td>
<td>2,898</td>
</tr>
<tr>
<td>DAcOM Grand Total</td>
<td>243</td>
<td>3,630</td>
</tr>
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</table>

*See detailed clinical requirements in Clinic Manual.

Requirements for DAOM students:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Specialty Courses</td>
<td>30</td>
<td>360</td>
</tr>
<tr>
<td>Inquiry Course</td>
<td>6</td>
<td>72</td>
</tr>
<tr>
<td>Professionalism &amp; Leadership, Teaching &amp; Learning</td>
<td>9</td>
<td>108</td>
</tr>
<tr>
<td>Research Project and Presentation</td>
<td>5</td>
<td>60</td>
</tr>
<tr>
<td>Clinical Internship</td>
<td>17</td>
<td>408*</td>
</tr>
<tr>
<td>Clinical Externship</td>
<td>7</td>
<td>252*</td>
</tr>
<tr>
<td>Portfolio</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Total</td>
<td>74</td>
<td>1,260</td>
</tr>
</tbody>
</table>

*See detailed clinical requirements in Clinic Manual.

In addition, students must maintain satisfactory conduct and professional clinical performance, successfully complete exit examinations (see below), and fulfill all financial obligations, including library fees, and comprehensive exam fees.

Applying for Graduation
All MAcOM students should plan to submit an application for graduation at least two terms prior to their final term. Students in the DAOM program should submit their application for graduation at the latest during the first residency week of their final term. Prior to submitting this form to the registrar, each student should remit payment of the graduation fee to the finance office. Upon receipt of each application, the registrar will conduct an audit and provide a letter outlining lacking items via email.

Graduation Certification
In the last few weeks of their final term, all students must complete the Graduation Certification form and exit evaluation survey. MAcOM students will complete the exit evaluation survey during attendance of the required exit focus group meeting. This meeting is frequently scheduled the Tuesday of week ten of each long term and week 6 of each summer term. Students should be aware that this is subject to change. If a student is unable to attend or misses the scheduled group meeting, an individual meeting must be scheduled with either the Director of Student Services and Professional Growth or the VP of Finance and Operations. Doctoral students will complete the exit evaluation survey as provided by the director of institutional effectiveness and submit during an exit interview scheduled with the President of AOMA. The graduation certification also requires the signatures of the financial aid director (if applicable), finance office, librarian, and registrar so advanced planning of gathering these signatures should be made.
Graduation Ceremony
The graduation ceremony is held annually in September. If a student intends to graduate within the same calendar year as the ceremony, they may walk and be recognized provided the application for degree and graduation fee have been submitted and paid. For more information contact the Director of Student and Career Services.

Job Placement
Upon completion of the program, AOMA does not guarantee employment. The Director of Student and Career Services offers job searching and placement support and acts as a liaison between AOMA alumni and persons seeking licensed acupuncturists for employment. Services also available to both students and alumni include career counseling and resume/cover letter consulting. Additionally, students are encouraged to investigate opportunities posted on the AOMA website. AOMA hosts meetings between alumni, state, and national associations where current students are invited to participate in discussions related to practice and practice building. Students may also choose to review current publications and professional journals in the AOMA library for employment information. Alumni may post their contact information for referrals on the AOMA website.

Maximum Course Load
The maximum number of credits for which a MAcOM student may enroll without a waiver is twenty-four in a regular term and twenty in a summer session. This maximum cannot be waived in the first year of study.

In the second and subsequent years of study, MAcOM students who wish to register for an increased course load may submit a request in writing to an academic advisor. Students requesting the waiver must have been enrolled for at least one year, have a minimum GPA of 3.5, and have never received a course grade lower than a B. Under no circumstances will an academic advisor approve a course load greater than twenty-seven credits in a regular term or twenty-two credits in a summer session.

Doctoral students are limited to the course and clinic load dictated by the program of study.

MAcOM Portfolio Requirements
Students in the MAcOM program must complete a portfolio in order to graduate. The portfolio will contain items that span the length of the program and will include works from clinic rotations as well as from various courses, practical exams, professional development, and intern meetings. Each student will have periodic reviews to monitor progress and contents. Upon completion of the program and final review, the portfolio is retained by the student.

Some of the portfolio contents were revised in 2014 to response to changes in the clinical education portion of the MAcOM program as a result of AOMA’s quality enhancement plan for reaffirmation of accreditation by Southern Association of Colleges and Schools. Students who began internship in fall 2013 or later are to follow this revised portfolio packet.

Reflections
A fundamental feature of the clinical education portfolio is the reflection requirement. Researchers identify benefits of reflection for learners such as: increased awareness of different perspectives, depth,
Policies and Procedures – Academic

and professional expertise.\textsuperscript{1} Through reflective practice, the student is able to learn about their own personal values and professional attitudes.

Reflective practice has been identified as particularly essential for health care practitioners. It has been shown to help develop critical thinking skills and clinical judgment, as well as improve diagnostic accuracy.\textsuperscript{2} Through reflection, the student is able to assess knowledge with their own values and beliefs, resulting in improved empathy and effective care.\textsuperscript{3}

A study in postgraduate medical education found that reflection plays a vital role in helping junior doctors to learn from clinical experiences.\textsuperscript{4} Reflecting on clinical experiences resulted in the student’s identification of their learning needs. This encouraged learning focused on comprehension and understanding.\textsuperscript{5}

\textbf{How to Reflect}

Reflection takes time and effort. It is a cognitive process for viewing mental and emotional states and behaviors. Reflection is more than reciting the events as in a narrative. Reflection involves awareness of self on many levels, including values, beliefs, attitudes, behaviors, and emotional state at any given moment in time. Reflection involves awareness of others including listening to their perspectives, acknowledging other opinions and experiences as valuable, observing their emotional reactions, and connecting acquired information back to oneself. Reflection involves deeply thinking about lessons learned, and most importantly, how this changes one’s own future behavior, attitudes, and beliefs.

In the sections that follow on the portfolio content, sample questions are provided to use as a springboard for reflective writing. Written submissions that are narratives showing no depth of reflection will not be accepted as a portfolio entry. Not all portfolio entries require a reflection.

\textbf{Portfolio Contents}

Intern Meetings and Reflections

The Intern meetings are scheduled every term to provide regular communication between clinic leadership and interns and to ensure on-going training and dialogue on topics of professionalism, ethics, interpersonal communication skills, patient-centered care and cultural competency, evidenced-based practice, self-reflection, self-improvement, and life-long learning.

Over of the course of a minimum of 13 terms, interns would be required to produce an artifact from at least 5 of these sessions. Each intern meeting has a portion of the agenda devoted to communication, emerging issues, and needs within the clinic. Each meeting will also have a training segment devoted to a

\textsuperscript{1} Wald, Hedy, et. al., Reflecting on Reflections: Enhancement of Medical Education Curriculum With Structured Field Notes and Guided Feedback: Academic Medicine, 2009. 84(7): p. 830-837.
\textsuperscript{5} Sandars, John. The Use of Reflection in Medical Education: AMEE Guide No. 44. Medical Teacher, 2009. 31: p.685-695.
clinically relevant topic. Each topic session would generate a specific reflective portfolio item, such as a commitment to act, a learning plan, or other such artifact appropriate for the topic.

Observation SOAP Notes and Reflections
Students will spend a minimum of 144 hours as an observer prior to beginning internship, in clinic theater courses as well as in the student clinic. Toward the end of the program, students will enroll in advanced clinic theater or observe clinic in China on the China Study Trip. The Follow-Up form used to record patient visits is AOMA’s standardized SOAP note (SOAP stands for subjective, objective, assessment, and plan.), and the form used for the observation SOAP and reflection are in the Clinic Manual and Portfolio Packet.

The portfolio requires five SOAP notes from observation at the pre-internship level (Level 1) and five from observation at the advanced level (Level 3). Observers will use their notes from a patient visit to replicate a SOAP note, and write a reflection on the visit. HIPAA compliance is an absolute requirement. Suggested questions to stimulate reflection are listed after the next section.

Internship SOAP Notes and Reflections
Students will spend a minimum of 720 hours as an intern in the student clinics. Interns will use their notes from a patient visit to replicate a SOAP note and write a reflection on the visit. HIPAA compliance is an absolute requirement. A specific form used for the internship SOAP and reflection is in the Clinic Manual. Suggested questions are listed after the next section.

The portfolio requires three types of SOAP notes from internship patient visits for a total of 18 SOAP notes and 12 reflections.
  o Five patient visits of which at least two must be patients new to AOMA clinics
  o Four patient visits when the intern was an herbal-only intern (Level 3)
  o Three patients who the intern saw at least three times in less than three months (total of nine visits). These SOAP notes must include pre- and post- assessments with analysis of patient outcomes. Student is to write one reflection for each set of three SOAP notes.

Suggested Questions for the SOAP Notes to Stimulate Deep Reflection
Observer and Intern:
  1) Reflect on this patient’s presentation, prior treatments, today’s treatment plan, prognosis, anticipated number of future visits, outcome of today’s treatment, education and instructions for patient on self-care, reasons for condition, suggested treatment option, involvement of patient in decision making on treatment options, possible referrals, seriousness of condition, need or benefits for biomedical diagnostic testing, necessary referrals, and evidence search for possible other treatment strategies.
  2) What was the atmosphere during this treatment encounter? What was the nature of the interpersonal relationships, the environment, and other factors at play and how did they influence this encounter?
  3) If this visit was part of several visits with this patient, reflect upon the success or lack of success of prior treatments. How was today’s treatment modified as a result? What have these successive treatments taught you? Were all effects a result of treatment visits or has the patient’s life, actions, or behaviors in between been a large factor(s)? What research could you do to improve outcomes?
4) What assessments were used to gauge treatment outcomes? How valid do you think these assessments are? Do they provide reliable information concerning treatment outcomes?

5) Reflect on your professionalism, interpersonal and communication skills in regards to this patient visit. Consider your presentation of self to patient: on-time, neat/clean, polite, respectful, attentive and present, non-judgmental, accepting, empathetic, caring, committed to healthcare outcomes.

6) Be sure to answer: what is your commitment to action or change as a result of your reflection?

Intern:

1) How open were you to this patient? Did you take this patient’s beliefs and attitudes about wellness and disease into account in developing treatment plan and providing options? How respectful were you about this patient’s attitudes and beliefs? What did you learn about yourself as a result of this patient encounter?

2) What were the dynamics of the clinical team (self, partner, observer, supervisor, other intern teams in rotation, staff, etc.)? If there were conflicts, what role did you play? How could you have improved the team interactions?

Observer:

1) How open were you/the interns to this patient? Were patient’s beliefs and attitudes about wellness and disease taken into account in developing a treatment plan and providing options? How respectful were you/the interns about this patient’s attitudes and beliefs? What did you learn about yourself as a result of this patient encounter?

2) What were the dynamics of the clinical team (self, partner, observer, supervisor, other intern teams in rotation, staff, etc.)? If there were conflicts, what role did you play? How could you have improved the team interactions?

Checklist of Procedures and Skills

Another clinical requirement of the portfolio is completion of several checklists of procedures and skills accomplished in clinic. These lists are composed of wide variety of skills taught in the program and utilized during patient visits, such as needling, moxa, cupping, physical assessments, and so forth. For the complete list please refer to the checklist form in the Clinic Manual. Most of the procedures and skills on the checklist will be assessed in the student clinics while being performed on patients. When an intern competently demonstrates the procedure or skill on a patient while a supervisor observes, the supervisor will sign the intern’s checklist for that item. If the intern requires assistance or correction, or in any way does not perform competently, the supervisor uses the opportunity to train the intern and will not sign the checklist. For level 1 interns who have an assigned resident, the resident will sign the checklist when an intern has performed competently.

Formative Evaluations, Self-Assessments, and Learning Goals

At the end of each term, interns are to do a self-evaluation on themselves using the clinical evaluation form appropriate for their level (1, 2 or 3) and role (acupuncture intern, herbalists, medical qigong, tuina). This form is then presented to the supervisor for conference and comments. A summary form is created, signed, and handed in. The intern keeps the complete self-evaluation form with supervisor comments.

For this portfolio requirement, students select 5 terms of practice to reflect:

- Self-reflection of strengths and weaknesses,
• Self-identification of learning goals and learning plan, and
• Self-reflection of goal achievement.

Practical Exam Scores (OSCEs) and Reflections
Interns take the level 1 practical exam when total observation and internship hours are between 288-324, and take the second level practical exam when total hours are 576-720. This portfolio requirement is to write a one-page reflection for each exam on what was learned and commitment to improve as a result of the exam.

Advance Clinical Rotations Reflections
Students who began internship under the 2014 QEP advance through three levels of internship. In Level 3, interns complete two advanced level rotations of their choice (refer to Level 3 Checklist of Procedures and Skills). These rotation offerings may vary, but include integrative clinical settings, specialty practice, and fast-paced practice. Students must reflect on each of these rotations and answer questions such as:
• what two different advanced clinics did you do
• what did you want to get from each
• what did you get from each
• how did each prepare or not prepare you for professional practice?

Coursework
Students are to select a minimum of five (5) works from classes for their portfolio. Coursework requirements do change over time. The following are possibilities:

• Case Management class, such as Philosophy of Practice, Plan of Care
• Evidence-Based Practice class, such as individual project
• Acupuncture & herbal treatment of disease research paper(s)
• Practice Management (business plan); Ethics (essay)
• Other clinically relevant coursework

Professional Development
Students are to create a resume or CV. In addition, students are to select a minimum of four (4) other examples of professional development that were not required for the degree. The following are possibilities:

• Certificates of completion/achievement from non-curricular training (acupuncture, herbal, qigong, seminars, symposiums, etc.)
• Professional membership (TAAOM, AAAOM, etc.)
• Attendance to national meetings or activities
• Participation in the AOMA Tutoring Program as a tutor, in the AOMA Student Association as an officer, in the clinical Mentoring Program as a mentor in clinic, or participating as an active member of the Clinic Leadership Team.
• Volunteer work at Health Fairs, Great American Smoke-out, etc.

Personal Final Review and Retrospective Reflection
As the final item in the portfolio, this is to be completed after the exit practical exam. Each student does a personal review of all reflections and portfolio entries and writes a final reflection. This reflection is on personal growth and transformation during journey of becoming a practitioner of acupuncture and Oriental medicine, future learning goals, personal insights on strengths and weaknesses, and level of commitment to the ideals of professionalism. Typically this reflection is typed, single spaced, 10-11 font size, and about two pages in length. A copy of this item is to be handed in to be filed in the student file. It will also be used in assessment of the MAcOM program.

Formative and Summative Portfolio Reviews and Evaluation
Formative portfolio reviews will be conducted to assess progress of content and depth of reflection. These will be conducted by the MAcOM program director, the director of clinical education, and academic advisors.

<table>
<thead>
<tr>
<th>MacOM Review</th>
<th>Timing and completed coursework</th>
<th>Content Expectation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Formative Review</td>
<td>During the term prior to internship; see internship application for coursework. Completion of Benchmark Exam.</td>
<td>5 Observation SOAP notes with written reflections; completion of observation checklist – to become intern</td>
</tr>
<tr>
<td>2nd Formative Review</td>
<td>During term of level 1 practical exam (usually 2nd term of internship). Acupuncture Treatment of Disease 2, 3 Advanced Needling 1 Chinese Herbology and Labs 2, 3 Pharmacology; Biomedical Diagnostics</td>
<td>At least two internship SOAP notes with reflections, thinking about what course work might be included, draft of CV, 1 self-reflection and learning goals, and at least 1 intern meeting reflection. Completion of level 1 checklist. Completion of 1st practical exam.</td>
</tr>
<tr>
<td>3rd Formative Review*</td>
<td>During the term of level 2 practical exam (usually ~3 terms before graduation). Herbal Formulas 1-3; Syndromes Herbal Treatment of Disease 1 Case Management; Evidence-Based Medicine; Clinic Communications 1</td>
<td>At least 1 internship SOAP and reflection, one 3-sets-of-3 patient visit SOAPs with reflection, reflection on level 1 practical exam, deciding most coursework to be included, additions of professional development to CV, 2-3 self-reflections and learning goals, and 2-3 intern meeting reflections. Completion of level 2 checklist. Completion of 2nd practical exam.</td>
</tr>
<tr>
<td>Summative Review</td>
<td>After completion of the exit practical exam. All items of the portfolio including the Personal Final Review</td>
<td>Completion of entire portfolio. Completion of level 3 and herbalist checklists.</td>
</tr>
</tbody>
</table>
Policies and Procedures – Academic

<table>
<thead>
<tr>
<th>MAcOM Review</th>
<th>Timing and completed coursework</th>
<th>Content Expectation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>and Retrospective Reflection must be complete. The portfolio is assessed for completeness of contents and quality of the reflections.</td>
<td></td>
</tr>
</tbody>
</table>

*A student may elect to have additional formative reviews throughout the program.*

Portfolio Grading
Two measures are used to grade a portfolio: 1) completeness, and 2) quality of reflections. The rubric in the Portfolio Packet may be used to score the various reflections necessary for professional development.

After successful completion of the portfolio, the portfolio checklist is recorded in REDCap and grade submitted via CAMS portal for the student’s academic records.

Portfolio Maintenance
Students are required to maintain their portfolio themselves, in hard copy, electronically, or a combination of both. They must bring the portfolio to all reviews. The portfolio should be organized in an orderly fashion for easy access and review, and all handwritten artifacts must be legible. Files must be readable from PC computers utilizing Microsoft® Office software or Adobe ® Reader.

It is recommended that learners store their electronic copies in multiple locations, such as their computer, a back-up hard drive, burned to DVD, or in Google ® Documents.

Portfolio Tips
1) Hard Copy
   a. Use a hard 3-ring binder with a plastic slip covers to display materials.
   b. Create a Table of Contents.
   c. Use dividers and tabs to separate all sections.
   d. Maintain a copy of everything in separate location.

2) Electronic Copy
   a. Use Google Documents for safe storage, or keep in multiple locations.
   b. Use the scanner available in the library to scan documents and e-mail to yourself.
   c. Bring to a review on a thumb-drive.

The checklist for procedures and skills must be maintained in hard copy for supervisor signatures. To safeguard against loss, it is highly recommended that this form periodically be scanned and saved electronically, or photocopied and kept in a separate location from the original.

MAcOM Portfolio Contents – QEP Version (Those who start internship FA-13 and later)

<table>
<thead>
<tr>
<th>Intern / Observer Meetings</th>
<th>5 reflections, commitments to act.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Procedural Checklists)</td>
<td>Completion of checklist(s) – For</td>
</tr>
<tr>
<td><strong>Level 1 Practical Exam</strong></td>
<td>Reflection after completion</td>
</tr>
<tr>
<td><strong>Level 2 Practical Exam</strong></td>
<td>Reflection after completion</td>
</tr>
<tr>
<td><strong>10 Observation SOAPS and reflections</strong></td>
<td>5 pre-internship SOAPS with reflections (level 1)</td>
</tr>
<tr>
<td></td>
<td>5 advanced observation SOAPS with reflections (level 3)</td>
</tr>
<tr>
<td><strong>18 Treatment SOAPS and reflections</strong></td>
<td>5 patient SOAPS with reflections (minimum of 2 patients that are new to the AOMA clinics)</td>
</tr>
<tr>
<td></td>
<td>4 herbal patient SOAPS with reflections (minimum 2 patients that were seen when enrolled as an herbal-only intern)</td>
</tr>
<tr>
<td></td>
<td>3 sets of 3 – 3 patients who were seen at least 3 times in the same term. Include pre and post assessments and outcomes analysis in reflection.</td>
</tr>
<tr>
<td><strong>Advanced Clinical Rotations Reflections</strong></td>
<td>QEP Level 3 interns complete two different advanced level rotations (see Level 3 Checklist of Procedures and Skills). Students must reflect on each of these rotations (see packet description).</td>
</tr>
<tr>
<td><strong>Formative Self-reflections and Learning Goals</strong></td>
<td>5 self-reflection of strengths and weaknesses, and self-identified learning goals (minimum of 1 at level of internship [1-3]), and commitment to act.</td>
</tr>
<tr>
<td><strong>Coursework</strong></td>
<td>Student to select five pieces of course work with explanation of why chosen. Essays, business plan, research papers, case presentations, etc.</td>
</tr>
<tr>
<td><strong>Professional Development</strong></td>
<td>CV or resume (required); Student to select a minimum of 5: Certificates of completion/achievement from non-curricular training (informal series, etc.)</td>
</tr>
</tbody>
</table>

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**Policies and Procedures – Academic**

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Page 76 2016–17 AOMA Student Manual
| Written Case Study from Advanced Clinic Theater, Case Management, China Study or other course – scores for the 4 PLOs |
| Utilize biomedicine in TCM context |
| Perform literature reviews |
| Record/compare outcomes measures |
| Use evidence/experience for decisions |

| 3 Formative |
| Formative Academic Evaluation (date and initials) |

| Personal Final Review and Retrospective Reflection |
| Retrospective reflection on growth, transformation, strengths and weaknesses, commitments to act. |

| Summative Review |
| Final Academic Evaluation (date and signature) |
DAOM Portfolio Requirement
Students enrolling in the DAOM program in the 2016-17 catalog year must complete a portfolio in order to graduate. The portfolio will contain items that span the length of the program and will include works from clinic rotations as well as from various courses, practical exams, professional development, and residency focus groups. Each student will have periodic reviews to monitor progress and contents. Upon completion of the program and final review, the portfolio is retained by the student.

Reflections
A fundamental feature of the clinical education portfolio is the reflection requirement. Researchers identify benefits of reflection for learners such as: increased awareness of different perspectives, depth, and professional expertise. Through reflective practice, the student is able to learn about their own personal values and professional attitudes.

Reflective practice has been identified as particularly essential for health care practitioners. It has been shown to help develop critical thinking skills and clinical judgment, as well as improve diagnostic accuracy. Through reflection, the student is able to assess knowledge with their own values and beliefs, resulting in improved empathy and effective care.

A study in postgraduate medical education found that reflection plays a vital role in helping junior doctors to learn from clinical experiences. Reflecting on clinical experiences resulted in the student’s identification of their learning needs. This encouraged learning focused on comprehension and understanding.


How to Reflect
Reflection takes time and effort. It is a cognitive process for viewing mental and emotional states and behaviors. Reflection is more than reciting the events as in a narrative. Reflection involves awareness of self on many levels, including values, beliefs, attitudes, behaviors, and emotional state at any given moment in time. Reflection involves awareness of others including listening to their perspectives, acknowledging other opinions and experiences as valuable, observing their emotional reactions, and connecting acquired information back to oneself. Reflection involves deeply thinking about lessons learned, and most importantly, how this changes one’s own future behavior, attitudes, and beliefs.

Written submissions that are narratives showing no depth of reflection will not be accepted as a portfolio entry. Each portfolio entry requires a reflection as to why the post is important to the learner in the areas of professionalism, leadership, communication or scholarship.

Portfolio Contents
A checklist of the portfolio items is at the end of the portfolio section.

Case Reviews and Presentations
During the course of the program students will complete case reviews. For the portfolio, residents will complete and present two case presentations from their internship or externship clinical experience. The
case presentations will represent a complex clinical case inclusive of advanced assessment and treatment techniques, longitudinal collection and assessment of patient-centered outcomes, and integrative management of care. **HIPAA compliance is an absolute requirement.**

**Objective Structured Clinical Exam (OSCE) and Reflections**

Doctoral Residents take the Objective Structured Clinical Exam (OSCE), during week 9 and take the exit OSCE exam week 14 of the program. This portfolio requirement is to record your exam scores and write a one-page reflection for each OSCE exam on what the intern learned and commitment to improve as a result of the exam. This portfolio requirement also includes the learners experience and reflections from the supervision of two (2) OSCE exams for Master’s level learners.

**Coursework**

Students are to select a minimum of ten (10) works from classes for their portfolio. Coursework requirements do change over time. The following are possibilities:

- Teaching and Leadership curriculum (2), such as 1) Philosophy of Teaching, and 2) Philosophy of Leadership
- Inquiry curriculum (3), including 1) Research Abstract, 2) Final Research Proposal, and 3) Research Manuscript
- Specialty Courses in Pain (3), including 1) Oriental Medicine focus, 2) Western Biomedicine focus, and 3) Integrative Medicine focus
- Integrative Case and Practice Management (1) and Ethics (essay) (1)

**Professional Development**

Students are to create a resume or CV and create a bio-sketch using the format for the Electronic Research Administration Commons (eRACommons). In addition, students are to select a minimum of four (4) other examples of professional development. The following are possibilities:

- Certificates of completion of Human Subjects Research Training.
- Professional memberships (TAAOM, AAAOM, etc.)
- Presentation of research findings at research conference (poster or oral).
- Volunteer work at Health Fairs, Great American Smoke-out, etc.

**Personal Final Review and Retrospective Reflection**

As the final item in the portfolio, this is to be completed after submission of their final research project. Each student does a personal review of all reflections and portfolio entries and writes a final reflection. This reflection is on personal growth and transformation during journey of becoming a Doctor of Acupuncture and Oriental Medicine, future learning goals, personal insights on strengths and weaknesses, and level of commitment to the ideals of professionalism, clinical excellence, leadership, teaching, and research.

**Formative and Summative Portfolio Reviews and Evaluation**

Formative portfolio reviews will be conducted to assess progress of content and depth of reflection. These will be conducted by the DAOM program director, the director of clinical education, and/or other designees such as faculty advisors. Formative: week 8.

- A student may elect to have additional formative reviews throughout the program.
Policies and Procedures – Academic

A summative review occurs after completion of the research project. All items of the portfolio including the Personal Final Review and Retrospective Reflection must be complete. The portfolio is assessed for completeness of contents and quality of the reflections. The following criteria will be used to evaluate reflections. A score of 3 or higher (base on the criteria below) is required for successful completion.

“Reflective capacity is deemed an essential component of professionally competent practice. “ [1]

1. Non-reflective: habitual action (unsatisfactory; not good enough; not satisfactory)
2. Non-reflective: thoughtful action (needs improvement; marginal; not very good; needs work)
3. Reflective: competent (having adequate ability or qualities; legally qualified or adequate)
4. Critically reflective: exceeds competence (proficient; well advanced in self-reflection)
5. Transformative learning: exceptional (excellent; superior; very good of its kind)


After successful completion of the portfolio, the portfolio checklist is recorded in REDCap and grade submitted via CAMS portal for the student’s academic records.

Portfolio Maintenance
Students are required to maintain their portfolio themselves using REDCap. Students will be given trainings in using REDCap. Additional support is available by contacting the DAOM program director or the Dean of Students.

The checklist for procedures and skills must be maintained in hard copy for supervisor signatures. To safeguard against loss, it is highly recommended that this form periodically be scanned and saved electronically, or photocopied and kept in a separate location from the original.

DAOM Portfolio Checklist Portfolio Contents Checklist

<table>
<thead>
<tr>
<th>Name: ____________________________</th>
<th>(revised July 20, 2015)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Case Reports and Presentations (PLO1-4)</strong></td>
<td>2 Advanced Case Reports and Presentations</td>
</tr>
<tr>
<td><strong>OSCE and Reflections (PLO1,2,4)</strong></td>
<td>1 DAOM OSCE exams and Supervision of 1 MAcOM OSCE exams</td>
</tr>
<tr>
<td><strong>Coursework and Reflections (PLO1-5)</strong></td>
<td>Student to select ten (10) pieces of coursework with reflective narratives of which PLOs are addressed, as well as how and why.</td>
</tr>
<tr>
<td></td>
<td>• Teaching and Leadership curriculum (2), such as 1) Philosophy of Teaching, and 2) Philosophy of Leadership (PLO4)</td>
</tr>
<tr>
<td></td>
<td>• Scholarly Inquiry curriculum (2), such</td>
</tr>
</tbody>
</table>
### Policies and Procedures – Academic

<table>
<thead>
<tr>
<th>Policies and Procedures – Academic</th>
</tr>
</thead>
</table>
| **Professional Development** (PLO3,4,5) | as 1) Final Research Proposal and 2) Research Manuscript (PLO3,5) 
- Specialty Courses in Pain (6) such as 1) Oriental Medicine focus, 2) Western Biomedicine focus, 3) Integrative Medicine focus, and 4) Integrative Case and Practice Management (PLO1,2,5) |
| | CV, Résumé or Bio-sketch (required) 
Certificate of completion/ achievement from PHRP training (required) 
Student to select a minimum of (4) experiences, plus reflective narratives of each, such as: 
- Certificates of completion/ achievement from non-curricular training 
- Professional memberships 
- Attendance to Research Meetings/Conferences 
- Volunteer work at Health Fairs |
| Formative Review | Score for completed work(s) and reflection(s) up to the date of formative review(s) 
Formative Academic Evaluation (date and initials of Evaluator(s)) |
| Personal Final Retrospective and Prospective Reflection (PLO5) | Retrospective and prospective reflection on growth, transformation, strengths and weaknesses, commitments to act. |
| Portfolio Summative Review | Score for Final Reflection & Completed Portfolio 
Final Academic Evaluation (date and signature of Evaluator(s)) |

Reflections are required to contextualize the importance of each portfolio item

### Program Completion Limitations
The MAcOM and the combined MAcOM-DAcOM program must be completed within eight calendar years from the date of enrollment. The DAcOM program must be completed within four calendar years from the date of enrollment. The DAOM program must be completed within four calendar years from the date of enrollment.

### Readmission Policy
An individual who withdraws from the program, either voluntarily or administratively due to a one-year absence, must complete the formal application process and meet all requirements for admission and graduation that are in place at the time of applying. In addition, the student will be required to meet with an academic advisor before returning to the program.
Scholarly Writing Overview
Scholarly writing is expected of candidates and graduates of doctoral programs. It is a necessary professional skill for expressing and conveying information gained through the other competencies of the doctoral programs, whether shared within the profession, between professions, or with the world at-large. There are three different types of scholarly writing that can be submitted for admissions consideration to AOMA’s doctoral programs – case report, research paper, or a general academic paper. The specific guidelines and evaluation forms are contained in this document.

All formats must be submitted in Times New Roman, Arial, Calibri, or Sans Serif 11 point font, with either single space or 1.15 line spacing. All must include the following:

- Cover page with title, author, date written
- Abstract
- Introduction
- Main body according to format with summary or conclusions
- Running title in header and page number in footer
- In-text citations are required with full details in the reference list using APA or a medical citation format such as JAMA (see below)
- References appropriately formatted
- Table of Contents is optional

<table>
<thead>
<tr>
<th>In Text Citation Format</th>
<th>Reference List Format</th>
</tr>
</thead>
</table>

Allowable submissions

2) A research paper should contain all the typical sections of a peer-review published research paper, whether it was bench, clinical trials, systematic, or meta-analysis, or similar. Sections would include abstract, introduction/background with literature review, methods (may include setting, participants, or other appropriate sub-sections), results, discussion, and conclusions.
3) A general academic paper does not fit in either the case report or the research paper format, but should still contain an abstract, introduction, main body with subsections as appropriate, and summary or conclusions.

Submissions not formatted as indicated will be returned as not acceptable. Submissions formatted as indicted will be evaluated. If found lacking, the applicant may not be accepted or may be accepted with conditions.

AOMA’s evaluation rubrics for each format are after this overview. Overall organization, sentence structure, grammar, professional in appearance, ease of reading with minimal distractors, in-text citations and reference lists, and critical thinking skills are expected.
Policies and Procedures – Academic

Rubric for Research Paper or Academic Paper and additional assessment for Case Report

<table>
<thead>
<tr>
<th>Component</th>
<th>Unacceptable</th>
<th>Minimal – Needs Work</th>
<th>Acceptable to Exceptional</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Content</strong></td>
<td>Not original. Plagiarized. Non-cited. No references.</td>
<td>Original, co-authored, but clearly written by the candidate in collaboration with one or two collaborators (student or junior member of research team). Sole-authored undergraduate or graduate-level unpublished research/academic paper in candidate’s field of study.</td>
<td>a) Original, sole author paper, either published in a peer-reviewed journal, peer-reviewed conference proceedings, book chapter or an entire book by a recognized academic book-publishing company; or b) Holds potential for peer-reviewed publication as a contribution to the literature in the candidate’s field of study. Contains important and meaningful information that addresses a specific issue or question. Clearly stated hypothesis, appropriate literature review and/or history of study, techniques, methodology, discussion of issues, arguments, summary and/or conclusions.</td>
</tr>
<tr>
<td><strong>Formatting</strong></td>
<td>Lack of formatting, no use of a writing template. Failure to follow consistent formatting. Poor editing. Inaccurate, unnecessary or inappropriate citations. Fonts and font sizes inappropriate.</td>
<td>Title page with author, date and contact information. Separate pages for Table of Contents, Table of Figures, Bibliography/References Cited, as appropriate. Appropriate use of heading and sub-headings. Abstract of not more than 400 words. Keywords follow abstract. Citations all accurate and present in both text and reference list. Paginated.</td>
<td>All acceptable criteria plus: Either a) Justified left or left and right. Line spacing set at no more than 1.15. Main text font size 11. Headings font size set at 14 and subheadings at 12 and bold, title at 16, contact information at 12 or 14. Font type Arial, Calibri, Times New Roman, San Serif, or b) APA of JAMA (or other medical) ‘instructions for authors’. If submitting a previously published peer-reviewed research paper, submit the ‘instructions to authors’ for the journal.</td>
</tr>
</tbody>
</table>

Written Case Report Evaluation Form (primarily content, see previous rubric for writing evaluation)

<table>
<thead>
<tr>
<th>Section</th>
<th>Checklist item description</th>
<th>Y/N</th>
<th>points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>The words “case report” and the area of focus should appear in the title</td>
<td>1/N</td>
<td>/1</td>
</tr>
<tr>
<td>Key Words</td>
<td>2 to 5 key words that identify areas covered in this case report</td>
<td>2/N</td>
<td>/1</td>
</tr>
<tr>
<td>Abstract</td>
<td>Introduction—What is unique about this case? What does it add to the medical literature? Why is this important?</td>
<td>3a/N</td>
<td>/1</td>
</tr>
</tbody>
</table>
Scholarship of Teaching and Learning Agreement

As a learning institution, AOMA engages in classroom research on the effectiveness of teaching. It is understood that all student work and grades may be anonymously used in the study of the scholarship of
teaching and learning. Any student not wishing to participate in this learning endeavor should make his or her wishes known to the professor within the first two weeks of the course.

**Student Manual Agreement**

Upon enrollment, students must submit their signed manual agreement stating they have received the student, clinic, safety and security, and financial aid manual (“the Manuals”) and agree to follow all policies and procedures as outlined within the Manuals.

**Student Review of Educational Records and Transcripts**

Student records and transcripts are maintained confidentially, and students may request permission to inspect their academic records at any time. Student records are the property of AOMA. Currently enrolled students may obtain unofficial transcripts through accessing their CAMS student portal, meeting with an academic advisor, or requesting printed versions in person with the registrar. Alumni and former students may obtain unofficial copies of transcripts at no charge by submitting a request in writing to the registrar or collecting in person from the registrar. Official transcripts are obtained by completing a Transcript Request form and submitting the required fee per transcript.

No one outside of AOMA shall have access to, nor will AOMA disclose, any information from a student’s educational records without the written consent of the student. No transcript or any other document will be issued on behalf of any student or graduate who has an outstanding financial obligation to AOMA.

**Texas Licensure Requirements**

Only graduates of schools that are in candidate status with or are accredited by the Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM) or its foreign equivalent are eligible to apply for licensure in Texas. The master of acupuncture and Oriental medicine program at AOMA was initially accredited by ACAOM in November of 1996 and reaccredited in 2000, 2005, and 2010. The Texas Higher Education Coordinating Board (THECB) granted AOMA degree-granting authority in 2005, renewed that authority in 2007, and renewed again in 2009.

**Transfer Credit**

Transfer credit is granted only from regionally or ACAOM accredited schools. Official transcripts of all previously completed work must be submitted to the admissions office prior to enrollment or submitted immediately upon completion of coursework taken concurrently while attending courses at AOMA to the registrar’s office. Many factors are taken into consideration when granting transfer credits, including, but not limited to: the institution where credit was earned, course length, content and requirements, length of time since work was completed, and grade received. All of a student’s previous coursework is comprehensively evaluated by AOMA’s transfer advisor. During this evaluation, the transfer advisor determines whether the subject matter of the course(s) previously taken by the student is substantially the same as the subject matter of any course(s) contained in the student’s eligible program of study at the school. If the school determines that the subject matter of any of the student’s prior course(s) is substantially the same as the subject matter of any course(s) in the student’s eligible program of study at the school, the school will grant the student credit for such prior course(s). As a result of this evaluation, the transfer advisor determines the specific course and clinic requirements the student must complete during his/her course of study at AOMA. This evaluation will be completed within seven (7) days of
receipt of the official transcript(s) and the student will be given a written copy of the evaluation of transfer credits.

Transferring from another School of Oriental Medicine
Transfer students are subject to all of AOMA’s admission requirements in effect for traditional students at the time of admission and are granted transfer credit for their previous coursework in the same manner as listed above. However, transfer credits are only accepted from ACAOM accredited or candidate schools and prior to beginning classes at AOMA admitted transfer students may be required to sit for a proficiency exam to assess their prior knowledge and proper placement within the AOMA curriculum. In order to graduate from AOMA, a transfer student must successfully complete over 50% of their total credits at AOMA (at least 112.25 credits).

Challenge Exam for Transfer Students
AOMA reserves the right to ensure course and program competency for all transfer students. A student may be required to audit a course for which he/she is receiving transfer credit, may be required to pass a Challenge Exam with a score of 75% or better, or may be required to take an assessment exam to determine his/her level of entry and competency. Exams required in order to receive transfer credit must be approved by and scheduled with the dean of students.

Withdrawal
If the situation occurs wherein a student must take a leave from their studies, a student may withdraw from their registered courses for the term by submitting a withdrawal request form to the registrar. It is recommended that a MAcOM student meet with an academic advisor, and a DAOM student meet with the DAOM program director, prior to submitting this form in order to anticipate how the leave will impact the remainder of their coursework.

A student that withdraws must be registered and completing required coursework in the same term that they were last enrolled in the subsequent year. Example: a student that withdraws in the middle of the winter term must be enrolled and actively completing programmatic requirements in the next winter academic term. If a student does not register for courses within this time, she/he will be administratively withdrawn from the program. Any student in withdrawn status wishing to reenroll must complete the formal application process and meet all requirements for admission and graduation that are in place at the time of the readmission.

Withdrawal from the program follows the same procedure as listed above.

Refunds of tuition charged will be based on the date of the last class attended. Refunds will not include the initial application fee. If the student is on a payment plan, the student will be held responsible for money owed at the time of withdrawal.

Refunds

<table>
<thead>
<tr>
<th>Withdrawal through week one</th>
<th>100% tuition refund + $100 admin fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>During week two</td>
<td>75% tuition refund</td>
</tr>
<tr>
<td>During week three</td>
<td>50% tuition refund</td>
</tr>
<tr>
<td>During week four</td>
<td>no refund</td>
</tr>
</tbody>
</table>

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There are no refunds on textbooks and other supplies.

For students on financial aid, AOMA follows the Return to Title IV provisions of the Financial Aid Handbook. Withdrawal status will impact both financial aid eligibility and/or repayment requirements.
Policies and Procedures – Clinical

Clinical Studies Statement of Purpose
The student intern clinic system of AOMA offers a variety of settings in which students can experience and learn the clinical practice of Oriental medicine under the guidance of a licensed clinical supervisor.

MACOM Clinical Studies Goals
We see the intern-supervisor relationship as a learning partnership, with the clinical supervisor in the role of mentor. Students are encouraged to prepare for both commendation and critique from their mentors as they strive to achieve their learning goals in the clinic. The goals of the clinical education are:

1) To provide students with the practical complement to the theoretical and technical skills acquired in the didactic coursework,
2) To provide students with a professionally-supervised setting in which to practice efficient routines, and improve interpersonal communication skills and demeanor,
3) To help students attain proficiency at physical assessment, clinical diagnostics, acupuncture techniques, and Chinese herbal treatments,
4) To help students understand the skills of marketing and business management in an acupuncture clinic setting, and
5) To serve the Austin community by offering low-cost, effective healthcare.

For more information regarding policies and procedures within AOMA’s student intern clinics, including the following topics, please see AOMA’s Clinic Manual.

- Introduction to clinical education at AOMA
- Clinic identification
- Clinic insurance
- CNT certification
- CPR certification
- Essential clinical functions
- Hepatitis B acknowledgement
- Incident reports
- Legal issues
- Patient confidentiality – HIPAA
- Professional observation
- Student clinic conduct policy
- Student clinic dress code

Policy Statement—The Practice of Acupuncture and Herbal Medicine
In accordance with state laws, MAcOM students cannot perform acupuncture without direct supervision of licensed acupuncturists while in an accredited program of acupuncture and Oriental medicine. AOMA limits this to LAc faculty in the classroom and clinical settings, and to pre-approved LAc externship preceptors.
Although there are not state laws prohibiting the recommendation or sale of herbal products as nutritional supplements, an AOMA MAcOM student shall not advertise oneself as a TCM herbalist in private practice, and not practice TCM herbal medicine prior to reaching all competencies of the program, including but not limited to, all MAcOM coursework and clinical hours, exit written and practical exams, and the NCCAOM national board exams. This does not restrict the practice of non-TCM herbal medicine from prior training and occupational work.

Failure to heed these policies regarding the practice of acupuncture and TCM herbal medicine may result in consequences outlined under the Professionalism Policy.

**DAOM Internship Goals**
- Provide advanced clinical experience in the care and management of pain and associated psychosocial phenomena.
- Provide a variety of clinical experiences in collaborative settings for both pain and psychosocial care.
- Provide guided practice in the advanced care of patients with pain and psycho-social phenomena.
- Produce practitioner expertise in assessment, care, and evidence-based practice in systems-based environments.
- Produce leaders as collaborative practitioners and clinical teachers.
- Inculcate the need and desire to pursue lifelong learning through inquiry and analysis.

**DAOM Externship Goals**
- To provide advanced clinical experiences in the care and management of pain and associated psychosocial phenomena.
- To practice in a variety of clinical experiences in collaborative settings for both pain and psychosocial care.
- To develop collaborative relationships with a variety of healthcare professionals within learner’s community of practice for the care of pain and associated psychosocial phenomena.
- To integrate TCM principles and practices with other medical modalities.
Program Disclosures - MAcOM

On-time Completion Rate
79% of AOMA students who graduated between July 1, 2014 and June 30, 2015 completed the program within four years and three months. The program can be completed at an accelerated pace of three years and three months, or a full-time pace of four years and three months. A small percentage of AOMA students complete the program at a part-time pace, graduating in six years.

Median Loan Debt:
For AOMA students who graduated between July 1, 2014 and June 30, 2015 and who received financial aid, the median Title IV loan debt was $83,833. AOMA encourages students to work while enrolled and to be knowledgeable of their Title IV loan debt obligations and repayment options upon graduation or ceasing of enrollment. Financial literacy education is available through the Financial Aid Office at all stages of enrollment during students’ program of study. AOMA does not offer institutional loans for tuition or private educational loans.

Occupation
AOMA prepares students to work as acupuncturists (Standard Occupational Classification #29-1199.01, from O-Net, a division of the U.S. Department of Labor.)

Placement Rate
Based on the 2015 Biennial Alumni Survey, 94% of responding graduates are currently working in the field of acupuncture and oriental medicine.
## Academic Calendar

### Spring 2016
- **Apr 2 - 10**: MACOM Winter/Spring Break
- **Apr 6 – 12**: Doctoral Residency Week
- **Apr 8 & 11**: New student orientation
- **Apr 11**: MACOM Classes Begin
- **Apr 15**: Graduation applications due
- **May 16**: Online Registration for SU16
- **May 21 - 29**: Mid-term break
- **May 25 – 31**: Doctoral Residency Week
- **May 29**: Practical exams
- **May 31 – Jun 1**: Summer 16 In Office registration
- **Jun 2**: Add/drop period begins
- **Jun 17**: End of free add/drop period
- **Jun 25**: Benchmark & Exit written exams
- **July 5**: Doctoral Term Ends
- **July 8**: MACOM Classes End

### Summer 2016
- **July 9 - 17**: MACOM Spring/Summer Break
- **July 13**: Doctoral New Student Orientation
- **July 13 – 19**: Doctoral Residency Week
- **July 15 & 18**: New student orientation
- **July 18**: MACOM Classes Begin
- **July 22**: Graduation applications due
- **Aug 1**: Online Registration for FA16
- **Aug 8 - 9**: Fall 16 In Office registration
- **Aug 10**: Add/drop period begins
- **Aug 20**: Benchmark & Exit written exams
- **Aug 26**: End of free add/drop period
- **Sept 6**: Doctoral Term Ends
- **Sept 9**: MACOM Classes End

### Fall 2016
- **Sept 10 - 18**: MACOM Summer/Fall Break
- **Sept 14 – 20**: Doctoral Residency Week
- **Sept 16 & 19**: New student orientation
- **Sept 19**: MACOM Classes Begin
- **Sept 23**: Graduation applications due
- **Oct 24**: Online Registration for WI17
- **Nov 2 – 8**: Doctoral Residency Week
- **Nov 6**: Practical exams
- **Nov 7 - 8**: Winter 17 In Office registration
- **Nov 9**: Add/drop period begins
- **Nov 19 - 27**: Thanksgiving break
- **Dec 2**: End of free add/drop period
- **Dec 3**: Benchmark & Exit written exams
- **Dec 13**: Doctoral Term Ends
- **Dec 16**: MACOM Classes End

### Winter 2017
- **Dec 17 – Jan 1**: MACOM Fall/Winter Break
- **Dec 30 & Jan 2**: New student orientation
- **Jan 2**: MACOM Classes Begin
- **Jan 4 – 10**: Doctoral Residency Week
- **Jan 6**: Graduation applications due
- **Feb 6**: Online Registration for SP17
- **Feb 11 – 19**: Mid-term break
- **Feb 19**: Practical exams
- **Feb 15 – 21**: Doctoral Residency Week

### Spring 2017
- **Apr 1 - 9**: MACOM Winter/Spring Break
- **Apr 5 – 11**: Doctoral Residency Week
- **Apr 7 & 10**: New student orientation
- **Apr 10**: MACOM Classes Begin
- **Apr 14**: Graduation applications due
- **May 15**: Online Registration for SU17
- **May 20 - 28**: Mid-term break
- **May 24 – 30**: Doctoral Residency Week
- **May 28**: Practical exams
- **May 30 – 31**: Summer 17 In Office registration
- **June 1**: Add/drop period begins
- **June 16**: End of free add/drop period
- **June 24**: Benchmark & Exit written exams
- **July 4**: Doctoral Term Ends
- **July 7**: MACOM Classes End

### Summer 2017
- **July 8 - 16**: MACOM Spring/Summer Break
- **July 12 – 18**: Doctoral Residency Week
- **July 14 & 17**: New student orientation
- **July 17**: MACOM Classes Begin
- **July 21**: Graduation applications due
- **July 31**: Online Registration for FA17
- **Aug 7 - 8**: Fall 17 In Office registration
- **Aug 19**: Add/drop period begins
- **Aug 19**: Benchmark & Exit written exams
- **Aug 25**: End of free add/drop period
- **Sept 5**: Doctoral Term Ends
- **Sept 8**: MACOM Classes End

### Fall 2017
- **Sept 9 - 17**: MACOM Summer/Fall Break
- **Sept 13 – 19**: Doctoral Residency Week
- **Sept 15 & 18**: New student orientation
- **Sept 18**: MACOM Classes Begin
- **Sept 22**: Graduation applications due
- **Oct 23**: Online Registration for WI18
- **Nov 1 – 7**: Doctoral Residency Week
- **Nov 5**: Practical exams
- **Nov 6 - 7**: Winter 18 In Office registration
- **Nov 8**: Add/drop period begins
- **Nov 18 - 26**: Thanksgiving break
- **Dec 1**: End of free add/drop period
- **Dec 2**: Benchmark & Exit written exams
- **Dec 12**: Doctoral Term Ends
- **Dec 15**: MACOM Classes