<table>
<thead>
<tr>
<th><strong>Quick Reference of Services</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Contact</strong></td>
</tr>
<tr>
<td>Address changes</td>
</tr>
<tr>
<td>Academic advising</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Billing (invoices)</td>
</tr>
<tr>
<td>Business cards</td>
</tr>
<tr>
<td>Career support</td>
</tr>
<tr>
<td>Classes - Absences</td>
</tr>
<tr>
<td>Classes - Grades</td>
</tr>
<tr>
<td>Classes - Registration</td>
</tr>
<tr>
<td>Clinic - Absences</td>
</tr>
<tr>
<td>Clinic - Make up clinics</td>
</tr>
<tr>
<td>Clinic - Name tags</td>
</tr>
<tr>
<td>Clinic - Schedule</td>
</tr>
<tr>
<td>Clinic - Tally sheets</td>
</tr>
<tr>
<td>Computing - CAMS</td>
</tr>
<tr>
<td>Computing - Support</td>
</tr>
<tr>
<td>EBSCO Database</td>
</tr>
<tr>
<td>Emergencies</td>
</tr>
<tr>
<td>VP of Operations</td>
</tr>
<tr>
<td>Emergency Loans</td>
</tr>
<tr>
<td>Employment at AOMA</td>
</tr>
<tr>
<td>Financial Aid</td>
</tr>
<tr>
<td>Graduation Ceremony</td>
</tr>
<tr>
<td>Health Insurance</td>
</tr>
<tr>
<td>Informal Classes</td>
</tr>
<tr>
<td>Licensing</td>
</tr>
<tr>
<td>Lost and Found</td>
</tr>
<tr>
<td>Payments</td>
</tr>
<tr>
<td>Payment plans</td>
</tr>
<tr>
<td>Repair requests</td>
</tr>
<tr>
<td>Space Reservation</td>
</tr>
<tr>
<td>Special Events</td>
</tr>
<tr>
<td>Student Association</td>
</tr>
<tr>
<td>Student ID's</td>
</tr>
<tr>
<td>Study spaces</td>
</tr>
<tr>
<td>Theft/vandalism</td>
</tr>
<tr>
<td>Transcripts</td>
</tr>
<tr>
<td>Transfer credit</td>
</tr>
<tr>
<td>Tutoring services</td>
</tr>
<tr>
<td>VA benefits</td>
</tr>
<tr>
<td>Withdrawal (program)</td>
</tr>
</tbody>
</table>
Welcome

Letter from the President

Dear Life Long Learner,

By choosing to become a practitioner of acupuncture and Oriental medicine, you are purposeing your life as an agent of service to yourself, your patients, and society.

This is no small effort – changing your life in order to empower the healing of others. The preparation is arduous, this program is rigorous, and you will encounter crises of self and of purpose on this journey. But the rewards are numerous and deeply gratifying. AOMA is committed to providing the support you need to achieve your academic, personal, and professional goals.

The faculty members at AOMA have worked diligently to develop a comprehensive program of study. It will serve your entry into the profession and provide a sound foundation for a lifetime of learning. From this foundation, we each build a life that makes a difference.

Our mission is to transform lives and communities through graduate education in Oriental medicine. Woven throughout our mission, our core values, integrity, and dedication to ecological and social concerns are vital features of life at AOMA. The administrative team, along with students, faculty, and community partners, bring this mission to life through their daily work.

I am pleased that you are participating in this journey. Transformation happens for each of us at a personal level and then extends to our circles of interest, our patients, our teachers, and, eventually, a nation. Welcome again to the AOMA family. This is a noble profession and I look forward to sharing it with you.

Sincerely,

William R. Morris, PhD, DAOM, LAc
President, AOMA
# Table of Contents

**Letter from the President** ................................................................................................................. 2  
**General Information** .......................................................................................................................... 8  
  - Vision .................................................................................................................................................. 8  
  - Mission ................................................................................................................................................ 8  
  - Core Values ........................................................................................................................................ 8  
  - Educational Objectives ...................................................................................................................... 8  
  - Program Learning Outcomes ............................................................................................................. 9  
  - Map of Campus .................................................................................................................................. 10  
  - Campus/Clinic Addresses ..................................................................................................................11  
  - **Main Campus** .................................................................................................................................11  
  - **North Clinic** ..................................................................................................................................11  
  - **South Clinic** ...................................................................................................................................11  
  - AOMA Herbal Medicine North .........................................................................................................11  
  - AOMA Herbal Medicine South ..........................................................................................................11  
  - AOMA Personnel ................................................................................................................................12  
    - **President’s Cabinet** .....................................................................................................................12  
    - **Administrative Staff** ...................................................................................................................12  
    - **Academic Department Directors** ..............................................................................................12  
  - Accreditation and Affiliations ............................................................................................................13  
  - National Certification .........................................................................................................................13  
  - California Option ...............................................................................................................................13  
  - Policy of Nondiscrimination ...............................................................................................................13  
  - Disability Accommodation for Employees .......................................................................................14  
**Student Services** ...............................................................................................................................15  
  - Mission ..............................................................................................................................................15  
  - Student Services Philosophy ..............................................................................................................15  
  - Student Services Objectives .............................................................................................................15  
  - Staff Support ......................................................................................................................................15  
    - **Vice President of Student Services** .............................................................................................15  
    - **Office of Admissions & Student Services** ..................................................................................15  
    - **Dean of Students** ........................................................................................................................16  
    - **Academic Advisors** ....................................................................................................................16  
    - **Office of the Registrar** ...............................................................................................................17  
    - **Department of Information Technology** ......................................................................................17  
**Financial Aid and Financial Services** ...............................................................................................18  
  - Financial Aid .....................................................................................................................................18  
  - **Staff Support** .................................................................................................................................18  
  - Financial Services .............................................................................................................................18  
  - **Staff Support** ..................................................................................................................................19  
  - Scholarships ......................................................................................................................................19  
    - **The President’s Award** ...............................................................................................................19  
    - **Alumni Fund Scholarship** ..........................................................................................................19  
    - **Golden Flower Chinese Herbs Scholarship** ..............................................................................20  
    - **Admissions Scholarship** ............................................................................................................20  
  - Part-time Employment .......................................................................................................................20  
**Learning Resources** ..........................................................................................................................21  
  - Learning Resource Center ..................................................................................................................21  
  - Learning Labs ....................................................................................................................................21  
  - Tutoring Services ...............................................................................................................................21
# Table of Contents

Disability Services .................................................................................................................................................. 21  
  * Learning Disability/ADHD/ADD .................................................................................................................. 22  
  * Medical Disability ........................................................................................................................................... 22  
  * Psychiatric Disability ....................................................................................................................................... 22  
Career Resources .................................................................................................................................................... 22  
Acupuncture Resources ............................................................................................................................................ 23  
Study Spaces ........................................................................................................................................................ 23  
Computing on Campus ......................................................................................................................................... 23  
Printing and Copying ............................................................................................................................................. 23  
Library .................................................................................................................................................................. 24  
  * Additional Library Resources ....................................................................................................................... 24  
AOMA Herbal Medicine ......................................................................................................................................... 25  

## Health Resources ............................................................................................................................................ 26  
Health Services at AOMA ..................................................................................................................................... 26  
  * Student Health Insurance Options .................................................................................................................... 26  
Reduced Cost Healthcare ....................................................................................................................................... 27  
Counseling Services .............................................................................................................................................. 28  
Hepatitis B Vaccination ........................................................................................................................................ 28  

## Student Life ..................................................................................................................................................... 29  
Student Government ............................................................................................................................................. 29  
  * 2011 – 2012 ASA Representatives ..................................................................................................................... 29  
Student Organizations .......................................................................................................................................... 29  
  * Rights of Student Organizations ......................................................................................................................... 30  
  * Responsibilities of Student Organizations: ......................................................................................................... 30  
Housing .................................................................................................................................................................. 30  
Transportation ........................................................................................................................................................ 31  
China Study Tour ................................................................................................................................................. 31  
Student Identification Cards ................................................................................................................................... 31  
Safety and Security/Emergency Plan. ......................................................................................................................... 31  
Student Lounge ..................................................................................................................................................... 31  
Cooking Facilities .................................................................................................................................................... 31  
Lost and Found/Facility Requests .......................................................................................................................... 32  
Telephones ............................................................................................................................................................. 32  

## Policies and Procedures – Student Life and Services .................................................................................... 33  
Student Code of Conduct ....................................................................................................................................... 33  
  * Student Rights and Responsibilities .................................................................................................................... 33  
  * Code of Conduct .................................................................................................................................................. 33  
  * General Principles .............................................................................................................................................. 33  
  * Proscribed Conduct ............................................................................................................................................ 34  
  * Due Process—Procedure for Misconduct Allegations ......................................................................................... 34  
Sex Discrimination and Sexual Harassment ............................................................................................................ 35  
Sexual Misconduct .................................................................................................................................................. 36  
Faculty/Staff/Student Consensual Relationships .................................................................................................... 36  
Children on Campus ............................................................................................................................................. 37  
Dress Code ............................................................................................................................................................. 37  
Student Technology Use ....................................................................................................................................... 37  
Student Travel Policy .......................................................................................................................................... 37  
Bicycles on Campus ............................................................................................................................................... 37  
Food and Drink ....................................................................................................................................................... 38
Table of Contents

Parking.................................................................38
Pets & Cell Phones..............................................38
Safety and Security Policy.................................38

Policies and Procedures – Registration.................................39
General Information...........................................39
Auditing Courses...............................................39
Directed Study..................................................40
Adding & Dropping Courses...............................40
Refund Schedule...............................................40
Transcript Notation............................................41
Seminar Drop Policy...........................................41
Drop Policy for Short Courses.............................41
Class Size..........................................................41
Course Cancellation............................................42

Policies and Procedures – Financial Services......................43
Tuition...............................................................43
Program Costs..................................................43
Program Related Fees........................................43
Additional Fees...............................................43
Miscellaneous Costs..........................................43
Billing Procedure..............................................44
Tuition Payment and Payment Plans.......................44
Reimbursements...............................................44
Returned Checks...............................................44
1098-T Information............................................45
Emergency Loans............................................45
Privacy of Financial Records...............................45

Policies and Procedures – Financial Aid.............................46
Federal Student Loans........................................46
Veterans’ Administration Educational Benefits........46
Texas Department of Assistive and Rehabilitative Services (DARS )........46

Policies and Procedures – General.................................47
Active Military Duty...........................................47
Change of Address/Name......................................47
Drug & Alcohol Prevention Program....................47
FERPA & the Buckley Amendment.......................47
Identity Protection & Safeguarding of Computer Records47
Inclement Weather Policy.....................................47
Intellectual Property policy..................................48
Official Communications....................................48
Solicitation and Advertising...............................48
Use of AOMA Name or Logo..............................48
Veterans’ Administration Benefits.......................49

Policies and Procedures – Academic...............................50
Academic Standing............................................50
Academic Probation and Suspension.....................50
Attendance.......................................................50
Absences..........................................................50
Absences - Didactic Courses...............................50

2010 – 2011 AOMA Student Manual
Table of Contents

Absences - Practical Courses ................................................................. 51
Absences - Mind/Body Courses ............................................................... 51
Tardiness/Early Departure ..................................................................... 51
Benchmark Exams .................................................................................. 51
  First Year Benchmark Exam ............................................................... 51
  Second Year Practical Exam ............................................................... 52
  Exit Written and Practical Exams ...................................................... 52
Bodywork Certificates ........................................................................... 52
Course Credit Values ............................................................................. 52
Diplomas ................................................................................................. 52
Exams/Make-up Exams .......................................................................... 54
Grades ................................................................................................... 55
  Calculating Grade Point Average .................................................... 55
  Grade Appeal Policy and Procedure ............................................... 55
  Course Assignment Grades ............................................................. 56
  Course Grade Appeal ...................................................................... 56
  Appeal Committee Meeting ............................................................. 56
  Repeating a Course ......................................................................... 56
  Grade Reports .................................................................................. 57
Graduation and Graduation Policies ..................................................... 57
  Academic Requirements .................................................................. 57
  Applying for Graduation, Graduation Certification, and Exit Exams ... 58
  Graduation Ceremony ...................................................................... 58
Texas Licensure Requirements ............................................................. 58
Job Placement ....................................................................................... 58
Leave of Absence ................................................................................. 59
Leave of Absence – Students Receiving Financial Aid ....................... 59
Maximum Course Load ......................................................................... 59
Portfolio Requirement .......................................................................... 59
  Reflections ....................................................................................... 59
  How to Reflect ............................................................................... 60
  Portfolio Contents .......................................................................... 61
  Intern Meetings and Reflections ...................................................... 61
  Observation SOAP Notes and Reflections ....................................... 62
  Internship SOAP Notes and Reflections ......................................... 62
  Suggested questions for the SOAP Notes to stimulate deep reflection 62
  Checklist of Procedures and Skills .................................................. 63
  Formative Evaluations, Self-Assessments, and Learning Goals ....... 63
  Practical Exam Scores (OSCEs) and Reflections .............................. 64
  Patient Surveys .............................................................................. 64
Coursework ............................................................................................ 64
Professional Development .................................................................... 64
  Personal Final Review and Retrospective Reflection ....................... 64
  Formative and Summative Portfolio Reviews and Evaluation ......... 65
Portfolio Maintenance .......................................................................... 65
  Portfolio Tips .................................................................................. 66
Program Completion Limitations ......................................................... 66
Readmission Policy ............................................................................... 66
Student Enrollment Definitions ............................................................ 66
# Table of Contents

Student Manual Agreement ........................................................................................................66  
Student Review of Educational Records .................................................................................67  
  *Release of Directory Information* ......................................................................................67  
  *Directory Information:* ......................................................................................................67  
Transfer Credit ......................................................................................................................69  
  *Credit by Transfer* .............................................................................................................69  
  *Credit by Exam* ...............................................................................................................69  
  *Transferring from Another School of Oriental Medicine* ...................................................69  
Withdrawal .............................................................................................................................69  
  *Refunds* ............................................................................................................................69  
**Policies and Procedures – Clinical** ...................................................................................71  
  Clinical Studies Statement of Purpose .............................................................................71  
  Clinical Studies Goals .......................................................................................................71
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 graduate education in Oriental medicine by:

- providing excellent and innovative teaching of acupuncture and Oriental medicine to learners while developing knowledge, skills, and attitudes that lead to intellectual and personal growth
- delivering high-quality acupuncture and Oriental medical healthcare to our patients
- providing leadership for the development of acupuncture and Oriental medicine professionals.

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.

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.
Program Learning Outcomes

MAcOM graduates will demonstrate the ability to:

1) Collect and analyze diagnostic data, distinguish pattern differentiations, and formulate treatment plans according to Oriental medical principles.

2) Construct acupuncture and Chinese herbal treatment plans, safely and effectively perform Oriental medical treatments and prescribe herbal and dietary remedies, and provide patient instruction.

3) Perform biomedical assessments, assimilate laboratory data, 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, operate with integrity, seek guidance and evaluation, perform self-evaluation, and practice legally and ethically.

5) Collaborate with patients on healthcare design, consider patients’ unique circumstances, demonstrate cultural competence, provide lifestyle recommendations, and achieve high patient 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) Perform as a primary care provider*, collaborate with colleagues, staff and other healthcare practitioners for best possible patient care, provide and receive constructive feedback, demonstrate emotional intelligence, and demonstrate commitment to the team and to patient outcomes.

*Primary care provider is defined as an independent provider able to use professional judgment to appropriately guide patient care and make referrals.
General Information

Map of Campus

Western Trails

West Gate Blvd.
## Campus/Clinic Addresses

### Main Campus

| Address          | 4701 West Gate Blvd.  
|                  | Austin, TX 78745      |
| Web site         | 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              |
| Web site         | www.aoma.edu/patients        |
| Phone            | 512-371-3738                 |
| Fax              | 512-454-8846                 |
| Email            | AOMA-clinicstaff@aoma.edu    |

### South Clinic

| Address          | 4701 West Gate Blvd., Bldg. A  
|                  | Austin, TX 78745              |
| Web site         | www.aoma.edu/patients        |
| Phone            | 512-693-4373                 |
| Fax              | 512-454-3098                 |
| Email            | AOMA-clinicstaff@aoma.edu    |

### AOMA Herbal Medicine North

| Address          | 2700 W. Anderson Ln., Ste. 504  
|                  | Austin, TX 78757              |
| Web site         | www.aoma.edu/store            |
| 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              |
| Web site         | www.aoma.edu/store            |
| Phone            | 512-693-4372                 |
| Fax              | 512-693-7177                 |
| Email            | AOMA-ahmstaff@aoma.edu       |
General Information

AOMA Personnel

President’s Cabinet
President, Chief Executive Officer
William Morris, LAc, MEd, DAOM, PhD
Vice President, Faculty
Qianzhi (Jamie) Wu, LAc, MD (China)
Vice President, Student Services & Operations
Anne Province, MA, MBA
MAcOM Program Director
Lesley Hamilton, LAc, MSOM
Senior Director of Finance
Kelly Jennings, LAc, CPA, MAcOM, BBA

Administrative Staff
Academic Advisor
Lisa Stuesser, LAc, MSOM, MSW
Accounting Assistant
Sandra Hernandez, BA
Clinic & Retail Business Director
Laura Coffey
Clinic Business Coordinator
Stephanee Owenby
Clinic Assistant Manager
Michelle Smith
Compensation and Benefits Coordinator
Kylie Watson
Dean of Students and Academic Advisor
Robert Laguna, LAc, MSOM
Director of Admissions & Student Services
Hannah Thornton, MS
Director of Community Relations
Sarah Sires Bentley, BA
Director of Information Technology
Mario Castillo
Director of Institutional Effectiveness & Continuing Education
Meera Hoffman, BS
Facilities Coordinator
Dewey Overholser, MA
Facilities Director
Stuart Bailey, BA
Financial Services Administrator
Nicole Cadena
Financial Aid Administrator & Academic Coordinator
Kristi Marsh, MEd
Librarian
David York, MLIS
Registrar
Kristen Borthwick, BA

Academic Department Directors
Dean of Academics
Yuxin He, LAc, PhD MD (China)
Department of Acupuncture
Zheng Zeng, LAc, MD (China)
Department of Biomedical Sciences
Raja Mandyam, MD (India), FRCP (London)
Department of Clinical Studies
Lesley Hamilton, LAc, MSOM, BS
Department of Herbal Studies
Dongxin Ma, LAc, PhD, MD (China)
Department of Integral Studies
Jamie Wu, LAc, MD (China)
Department of Research
Yuxing Liu, LAc, PhD, MD (China)
Professional Clinic Medical Director
Xiaotian Shen, LAc, MD (China), MPH
Accreditation and Affiliations
Please see the Graduate Program Catalog for the full, legal statements concerning these authorizations.

AOMA is accredited by the Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM) and by the Commission on Colleges of the Southern Association of Colleges and Schools to award the master’s degree. AOMA is approved by the Texas and California Acupuncture Boards and is authorized to offer the master of acupuncture and Oriental medicine degree by the Texas Higher Education Coordinating Board.

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 graduates 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 NCCAOM certification for licensure.

California Option
In order to be eligible to take the California Licensure Examination, graduates who enroll 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 satisfy 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 “CBT” 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

Vice President of Student Services
Anne Province, Vice President, Student Services & Operations
512-492-3051
aprovine@aoma.edu

The vice president of student services creates the model of student development at AOMA and ensures all staff members are working to achieve the goals of the department. Areas of responsibility include: admissions, financial aid, dean of students, student counseling and health services. She is always willing to meet with students regarding their concerns, ideas, and issues.

Office of Admissions & Student Services

Hannah Thornton, Director of Admissions and Student Services
512-492-3077
hthornton@aoma.edu

The Dir. Of Admissions and Student Services contributes to the development and implementation of the model of student development at AOMA. She manages admissions, financial aid, and
various aspects of student services including student organizations, brown bag seminars, the China Study Tour, graduation, and career support.

**Justine Meccio**, Admissions Coordinator  
512-492-3017  
jmeccio@aoma.edu

The goal of the department of admissions is to ensure that all accepted students have the potential to and understand how to succeed at AOMA. To that end, the team implements new student orientation, organizes the new student mentor program, and provides ad hoc support for students throughout their first year at AOMA. The admissions coordinator also provides students with ID cards, business cards, and clinic name tags, and maintains information about personal and health resources within the Austin area.

**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, Clinic Director & Academic Advisor  
512-492-3040  
lhamilton@aoma.edu

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

**Lisa Stuesser**, Academic Advisor  
512-492-3040  
lstuesser@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 student’s 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 professional clinic reception: 512-371-3738.

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.
Office of the Registrar

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

The role of this office is to maintain student and course records. Other functions include maintaining course schedules and the academic calendar, coordinating registration each term, and managing the add/drop process. The registrar also ensures the accuracy of student files, collects final grades each term, certifies students’ academic progress, issues transcripts, issues diplomas, and certifies of student enrollment.

Department of Information Technology

Mario Castillo, Director
512-492-3005
Tech.support@aoma.edu

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, experiencing issues with their personal computers, and provides students with computer skills remediation.
Financial Aid and Financial Services

Financial Aid
AOMA's Master of Acupuncture and Oriental Medicine program is certified by the US Department of Education to participate in the Title IV Federal Student Aid Program. Students may be eligible for subsidized and/or unsubsidized Direct Federal Loans, Federal Work Study, and Direct PLUS loans. In order to apply for financial aid at AOMA, students must complete the FAFSA (Free Application for Federal Student Aid). AOMA’s school code is 031564.

Financial aid refund checks are generally distributed within the first week of the term. Checks can be picked up in the business office. On occasion, distribution of financial aid checks may be delayed due to difficulty processing loan requests. For complete information regarding financial aid policies and procedures, please see AOMA’s Financial Aid Manual.

Staff Support

Hannah Thornton, Director
512-492-3077
hthornton@aoma.edu

The Director oversees financial aid processing, advising, and regulatory compliance and is available to help students with individual issues and concerns.

Nicole Cadena, Financial Services Administrator
512-492-3007
ncadena@aoma.edu

Financial services administrator is responsible for initiating and processing financial aid loans, VA certification, processing 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.

Kristi BeardMarsh, Financial Aid Administrator
512-492-3078
kbeard@aoma.edu

The financial aid administrator manages AOMA’s Satisfactory Academic Progress and Default Management programs. Additionally, she is available to assist students with issues regarding financial aid.

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, in extreme cases, AOMA will make emergency loans available to students. The coordinator of financial services can help entering students establish accounts at the White Crane bookstore. For a full statement of tuition and fees and financial policies, please see the policy section beginning on page 43 of this manual.
Financial Aid and Financial Services

Staff Support

**Kelly Jennings**, Senior Director of Finance
512-492-3014
kjennings@aoma.edu

The senior director of finance oversees the operations of AOMA’s finance office. She provides direction and leadership in financial management and ensures compliance with institutional, state, and federal regulations. She accepts payments from students in the absence of the financial services administrator.

**Nicole Cadena**, Financial Services Administrator
512-492-3007
ncadena@aoma.edu or financial.aid@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.

**Kylie Watson**, Compensation and Benefits Coordinator
512-492-3003
kwatson@aoma.edu

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 all checks to students.

Scholarships

AOMA awards scholarships annually to second or third year students and to entering 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 Oriental medicine. AOMA maintains a list of available scholarships on its website, as well as scholarship application information.

The annual scholarships, provided through AOMA are:

**The President’s Award**
The President’s award is a $500 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.

**Alumni Fund Scholarship**
The Alumni Fund is a $500 scholarship awarded annually by the board of the AOMA Alumni Association to a second or third year student who demonstrates academic excellence, shows evidence of financial need, and demonstrates the potential to make great contributions to the field of Chinese medicine.
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. Typically, the scholarship committee gives one award of $1,000 for overall excellence in Chinese medical studies and 2 – 5 smaller awards of $500 for excellence in individual subject areas.

To apply for any of these scholarships, please visit www.aoma.edu.

Admissions Scholarship
In the fall, winter, and summer terms, AOMA awards scholarships to incoming students. The amount and number of awards vary each year. Scholarship recipients are chosen by the admissions committee based on their previous academic achievement and their potential to excel as practitioners of Chinese medicine. Recipients are judged based on their application to the graduate program - no additional scholarship application is necessary.

Part-time Employment
AOMA often has part-time positions available for students who want to work at AOMA. Interested students are asked to submit an application and a resume to the compensation and benefits coordinator.
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.

Learning Labs
The Learning Lab series offers students the opportunity for supervised study in specific areas of the curriculum. Labs are both open—giving students the chance to address general questions about Chinese medicine—and themed—supporting specific courses in the curriculum or addressing auxiliary subjects. Labs are open to students who are either currently enrolled in or have already completed AT0111 Meridian and Point Locations 1 and AT0131 Acupuncture Techniques 1.

Labs are offered from 12:45-1:45 throughout the week. Topics and schedules are announced at the beginning of each term. Students can access lab schedules on AOMA’s website.

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 and trained by the academic advisors and care is taken to provide support for different learning styles (visual, audio, physical).

Students can arrange appointments with an AOMA tutor by either contacting the tutor directly, 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
Learning Resources

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 results

**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**
In addition to the Practice Management courses included in the graduate program, AOMA offers career support to students in order to help them develop the skills necessary to establish successful Oriental medical practices. The director of admissions and student services organizes informal career-oriented brown bag seminars throughout the year and AOMA staff offer additional one-on-one support with licensing, selecting a practice location, networking, building a patient base, locating and applying for jobs, and creating resumes and cover letters. The staff also maintain a list of job national opportunities on the AOMA LinkedIn networking group. For more information, please see the director of admissions and student services.
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&lt;br&gt;Jacksonville, FL 32202&lt;br&gt;(904) 598-1005&lt;br&gt;www.nccaom.org</td>
<td>Maryland Trade Center #3&lt;br&gt;7501 Greenway Center Dr, Ste 760&lt;br&gt;Greenbelt, MD 20770&lt;br&gt;(301) 313-0855&lt;br&gt;www.accaom.org</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Texas State Board of Acupuncture Examiners (TSBAE)</th>
<th>American Association for Acupuncture and Oriental Medicine (AAAOM)</th>
</tr>
</thead>
<tbody>
<tr>
<td>333 Guadalupe St., Tower 3, Ste 610&lt;br&gt;Austin, TX 78701&lt;br&gt;(512) 305-7030&lt;br&gt;www.tmb.state.tx.us</td>
<td>PO Box 162340&lt;br&gt;Sacramento, CA 95816&lt;br&gt;(866) 455-7999&lt;br&gt;www.aaaomonline.org</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Council of Colleges of Acupuncture and Oriental Medicine (CCAOM)</th>
<th>American Organization for Bodywork Therapies of Asia (AOBTA)</th>
</tr>
</thead>
<tbody>
<tr>
<td>3909 National Dr, Ste 125&lt;br&gt;Burtonsville, MD 20866&lt;br&gt;(301) 476-7790&lt;br&gt;www.ccaom.org</td>
<td>1010 Haddonfield-Berlin Rd #408&lt;br&gt;Voorhees, NJ 08043-3514&lt;br&gt;(856) 782-1616&lt;br&gt;www.aobta.org</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Federation of Acupuncture &amp; Oriental Medicine Regulatory Agencies (FAOMRA)</th>
<th>California Acupuncture Board</th>
</tr>
</thead>
<tbody>
<tr>
<td>Penny Heisler, Treasurer&lt;br&gt;Maryland Board of Acupuncture&lt;br&gt;4201 Patterson Ave&lt;br&gt;Baltimore, MD 21215&lt;br&gt;(800) 530-2481&lt;br&gt;www.faomra.com</td>
<td>444 North 3rd Street, Ste 260&lt;br&gt;Sacramento, CA 95811&lt;br&gt;(916) 445-3021&lt;br&gt;<a href="mailto:acupuncture@dca.ca.gov">acupuncture@dca.ca.gov</a>&lt;br&gt;www.acupuncture.ca.gov</td>
</tr>
</tbody>
</table>

Study Spaces

For quite study, students may access the designated quiet study room located in the library off of the computer lab. Additionally, the student lounge is available for individual or group studying 24/7 via key-pad 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 512-492-3005 or tech-support@aoma.edu.

Printing and Copying

AOMA’s library has printers and copiers available for student use. Students pay 10 cents/page for both printing and copying. Copy cards can be purchased at AOMA Herbal Medicine.
Library
AOMA maintains a library of books and periodicals on Oriental and western medicine. The library holds copies of nearly 8,000 Oriental medical books, journals, and videos which are available for use. The librarian maintains databases of library books, videos, and journal articles. Currently registered and matriculating students, faculty, staff, board members, and first-year alumni may use the library free of charge. After one year from their graduation date, alumni may use the library free of charge after joining the AOMA Alumni Association. Annual library privileges may be purchased by the general public for $25.

The library maintains two periodical database contracts. The EBSCO database includes 2 primary medical databases (Alt Health Watch and MedLine with full text), representing approximately 1700 journals and professional medical publications. Students and faculty have access 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 second periodical database is the American Botanical Council sponsored HerbMedPro, an herbal database that hyperlinks scientific data underlying the use of herbs for health.

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 simply give the library materials to the librarian on duty for processing. Circulating library materials may be renewed twice. Overdue library materials are not renewable. Library fines for materials more than one month overdue will be collected by the finance office. If material(s) are more than two months late, the full price of the item will be charged to the library patron. Library materials can be returned directly to the library or placed in the library book drop box.

Time allowed for checkout:

<table>
<thead>
<tr>
<th>Type</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Books</td>
<td>21 days (unless otherwise noted)</td>
</tr>
<tr>
<td>Reference/required course texts</td>
<td>Library use only</td>
</tr>
<tr>
<td>Journals</td>
<td>Library use only</td>
</tr>
<tr>
<td>Audio and video tapes</td>
<td>21 days (unless otherwise noted)</td>
</tr>
</tbody>
</table>

Overdue materials fine schedule:

<table>
<thead>
<tr>
<th>Type</th>
<th>Fine Per Day</th>
</tr>
</thead>
<tbody>
<tr>
<td>Books and audio and video tapes</td>
<td>$0.15 per day</td>
</tr>
</tbody>
</table>

AOMA students will not be allowed to register for the following term until all library fines are paid. Additionally, 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, and a full
selection of acupuncture supplies. AOMA Herbal Medicine stocks over 350 varieties of raw and
powdered Chinese herbs and prepared herbal formulas. AOMA Herbal Medicine is open during
clinic hours. Student receive discounts on raw and powdered herbs for their personal use.
Discounts rage from 15 – 35% depending on brand. There are no returns on herbs or books sold at
AOMA Herbal Medicine.
Health Resources

Health Services at AOMA
AOMA offers Oriental medical services to students and their immediate family members (live-in partners, spouses, and children) at any AOMA Student Intern Clinic Location for a reduced cost. Students and their immediate family members can access acupuncture and/or herbal treatments for $15 per visit. Appointments may be scheduled at the North Clinic by calling (512) 371-3738 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. Discounts range from 15 – 35% depending on brand.

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 May 2010.

<table>
<thead>
<tr>
<th>Provider</th>
<th>Description</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sentry Student Security Plan</td>
<td>Scheduled benefit student insurance plan. Charges covered according to category. Choice of Doctor/Hospital. Full-time/part-time students eligible. Coverage can be extended to spouse and dependent children up to age 25.</td>
<td>1-800-426-7234&lt;br&gt;Sentry Policy Benefits&lt;br&gt;P.O. Box 8025&lt;br&gt;Stevens Point, WI 54481&lt;br&gt;Sold exclusively by E.J. Smith &amp; Associates, Inc.&lt;br&gt;899 Skokie Boulevard&lt;br&gt;Northbrook, IL 60062-4029&lt;br&gt;1-847-564-3660&lt;br&gt;www.ejsmith.com</td>
</tr>
<tr>
<td>Estudent Insurance</td>
<td>HealthAccess annual student insurance plan, renewable after graduation. Comprehensive, short-term, and international student plans available. Underwritten by Unicare Life &amp; Health</td>
<td>1-877-758-4941 (toll free)&lt;br&gt;1-904-758-4401 (Direct)&lt;br&gt;www.estudentinsurance.com&lt;br&gt;804 Third Street, Suite A&lt;br&gt;Neptune Beach, FL 32266</td>
</tr>
<tr>
<td>Texas Health Insurance Pool</td>
<td>Individual health insurance program created by the Texas Legislature to provide health insurance to Texas residents who have been without coverage for at least six months and who have preexisting conditions.</td>
<td>1-888-398-3927&lt;br&gt;www.txhealthpool.org&lt;br&gt;Texas Health Insurance Pool&lt;br&gt;P. O. Box 660819&lt;br&gt;Dallas, TX 75266</td>
</tr>
<tr>
<td>Texas Medicaid Program</td>
<td>State and Federal cooperative venture providing medical coverage to low-income individuals and families.</td>
<td>1-800-252-8263&lt;br&gt;www.hhsc.state.tx.us/medicaid/&lt;br&gt;Texas Health and Human Services Commission&lt;br&gt;Office of the Ombudsman, MC H-700&lt;br&gt;P. O. Box 85200&lt;br&gt;Austin, TX 78708-5200</td>
</tr>
</tbody>
</table>
### Health Resources

<table>
<thead>
<tr>
<th>Health Insurance Provider</th>
<th>Description</th>
<th>Contact Information</th>
</tr>
</thead>
</table>
| Superior HealthPlan KIDS  | Part of Texas’ Children’s Health Insurance Program (CHIP). Provides coverage for children from families who earn too much money to qualify for Medicaid, but not enough to pay for private health insurance. Superior HealthPlan is a wholly-owned subsidiary of Centene Corporation. | 1-800-783-5386  
www.superiorhealthplan.com  
National Headquarters  
Centene Corporation  
7711 Carondelet Ave.  
St. Louis, MO 63105 |
| Anthem Blue Cross Blue Shield | Choices of individual & family plans and services. Offers dental and life insurance. Long and short term plans available. International coverage through BlueExtras and BlueCard programs. Anthem Blue Cross Blue Shield is a subsidiary of Unicare. | 1-800-531-4456 (Anthem)  
www.anthem.com  
1-972-766-6900 (BCBSTX)  
www.bcbstx.com  
Blue Cross Blue Shield of TX  
1001 E. Lookout Drive  
Richardson, Texas 7508 |
| MedSavers Pharmacy | Austin Pharmacy serving un/underinsured individuals without prescription drug coverage. | 512-465-9292  
www.medsaverspharmacy.com  
1800 W. 35th St.  
Austin, TX 78703 |
| My Insurance Expert | Informative and accessible guide to health insurance for students, individuals, families, and international students. Provides quotes from different individual health insurance carriers. | 1-800-732-5569  
www.myinsuranceexpert.com  
My Insurance Expert  
2600 Bellingham  
Troy, MI 48083 |
| Ehealth Insurance | Many options/choices. Online quotes available. | 1-800-977-8860  
www.ehealthinsurance.com |
| Student Health Insurance | Source for online information and applications for student insurance. Multiple insurance companies and rates for review. | www.studenthealthinsurance.com |

### 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 May 2010.

<table>
<thead>
<tr>
<th>Healthcare Provider</th>
<th>Description</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lonestar Circle of Care</td>
<td>Nonprofit organization operating eight community health clinics for uninsured and underinsured residents in Central Texas</td>
<td><a href="http://www.lscctx.org">www.lscctx.org</a></td>
</tr>
<tr>
<td>People’s Community Clinic</td>
<td>Affordable western medical services for the Austin community. High demand for services – may not always be accepting new patients</td>
<td><a href="http://www.pcclinic.org">www.pcclinic.org</a></td>
</tr>
<tr>
<td>City of Austin Health Connection</td>
<td>Mobile health service providing preventative health services like immunizations/blood pressure testing</td>
<td><a href="http://www.ci.austin.tx.us/health/austin_health_connection.htm">www.ci.austin.tx.us/health/austin_health_connection.htm</a></td>
</tr>
</tbody>
</table>
Health Resources

<table>
<thead>
<tr>
<th>Health Resource</th>
<th>Description</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>Planned Parenthood</td>
<td>Affordable reproductive healthcare for the Austin community</td>
<td><a href="http://www.plannedparenthood.org/ppaustin">www.plannedparenthood.org/ppaustin</a></td>
</tr>
<tr>
<td>Seton Topfer Community Health Center</td>
<td>Accessible, comprehensive health services for underserved families in north Austin</td>
<td><a href="http://www.seton.net/locations/topfer">www.seton.net/locations/topfer</a></td>
</tr>
<tr>
<td>Texas CHIP Coalition</td>
<td>Texas Children’s Health Insurance Program</td>
<td><a href="http://www.texaschip.org">www.texaschip.org</a></td>
</tr>
<tr>
<td>Health Alliance for Austin Musicians</td>
<td>Affordable mental, physical, and dental health care for Austin-area musicians</td>
<td><a href="http://www.austinmusicianshealth.org">www.austinmusicianshealth.org</a></td>
</tr>
<tr>
<td>Austin Safe Place</td>
<td>Resource/crisis center for survivors of rape, sexual abuse, and domestic violence. Emergency shelter, 24-hour hotline, hospital accompaniment, counseling services</td>
<td><a href="http://www.safeplace.org">www.safeplace.org</a></td>
</tr>
<tr>
<td>The Wright House</td>
<td>Support for Austinites living with chronic illness</td>
<td><a href="http://www.thewrighthouse.org">www.thewrighthouse.org</a></td>
</tr>
</tbody>
</table>

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 www.solcommunitycounseling.com. 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

Students may schedule 12 sessions at this rate. After 12 sessions, the rates increase to $35 for individuals and $40 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 10 minutes south of campus off of Shoal Creek Boulevard at 3400 Kerbey Lane, on the second floor.

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 form in their new student packet and must complete the form and return it to the registrar’s office within the first week of classes.
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 social gatherings, providing tamales and snacks during final exams, and the new student-current student mentor program. 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 (aomastudentreps@yahooogroups.com).

2011 – 2012 ASA Representatives
President: David Taylor
Vice President: Natalie Villareal
Secretary: Jamie George
Treasurer: Atalie Lehrer
Cohort Representatives:
Bryan Ellet (Fall 2009), Dwayne Gamboa (Fall 2009), Erika Schultz (Winter 2010), Taryn Altendorfer (Summer 2010), Tara Lattimore (Fall 2010), Cal Wilson (Fall 2010), Ashley Oved (Winter 2011)

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 admissions and student services. 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 Graduate Education in Oriental Medicine”
  - At least three members, with one member serving as the head of the organization and the organization’s main contact with AOMA administration
  - A faculty/staff co-sponsor
  - Defined activities including any use of school resources and property or involvement of school staff.
Student Life

- All organizations receive the benefits outlined in the “Rights of Student Organizations” and must uphold the “Responsibilities of Student Organizations.”

Organizations will receive word of approval from the director of admissions and student services within two weeks of submission of their completed application.

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 director of admissions and student services 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:
- 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
- Establish co-sponsorship from among AOMA’s faculty or staff
- Renew their application on an annual basis
- Obtain approval for all events from the director of admissions and student services
- Communicate with the director of admissions and student services in a timely and respectful manner regarding all event promotion and publicity
- Notify the director of admissions and student services promptly and in writing of any changes to the group’s leadership, purpose, faculty/staff co-sponsorship, 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.

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 apartment complexes in the area offering reasonable rates for students. This list and other housing information are available on AOMA’s website: www.aoma.edu/current-students/campus-life/resources/#housing.

AOMA also maintains on its website a “housing board” on which are posted various housing opportunities from within the AOMA community. To view the listings, please visit www.aoma.edu/current-students/campus-life/housing-opportunities.

To submit a listing, please send an email to admissions coordinator (jmeccio@aoma.edu) containing 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).
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: http://www.ci.austin.tx.us/bicycle/downloads/bicyclemap.pdf.

China Study Tour
An exciting and unique opportunity for study abroad, the China Study Tour 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, tours of Beijing, and qigong and taichi practice on Emei Mountain. Students are accompanied on the study tour 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 Tour.

All logistical arrangements for the tour are made by the director of admissions and student services. Participation in the China Study Tour may effect 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 cards for all students. All though rarely needed on campus, the cards enable students to access student benefits throughout the city of Austin. ID cards are issued at new student orientation. Replacement cards and enrollment stickers can be requested in the office of admissions. Please contact the admissions coordinator at 512-492-3017 or jmeccio@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. 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.
Student Code of Conduct

Student Rights and Responsibilities
AOMA is committed to challenging its students to explore new ideas and seek new opportunities. AOMA’s mission includes a requirement to provide a range of high-quality educational services to its students in an environment that supports the ideals of quality, flexibility, accessibility, and diversity. Student involvement in AOMA activities outside the classroom, in student government and in student organizations is encouraged. Student input regarding the improvement of AOMA’s educational services is valued.

Students at AOMA have the rights to freedom of speech, peaceful assembly, petition, and association afforded to all persons under the US Constitution. These rights carry with them the responsibility for each individual to afford the same rights to others in the AOMA community and not to interfere with or disrupt the educational process. 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 Student Code of Conduct and other student life and services policies listed herein.

Code of Conduct
AOMA students are expected to conduct themselves in ways that foster AOMA’s fundamental functions of education and public service. AOMA encourages mature and independent student conduct.

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.

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 smoking, illegal drugs, or alcoholic beverages allowed on or in any part of the campus or clinic. All AOMA students, faculty, and staff are expected to observe national, state, and local laws and ordinances, and to adhere to the student conduct policy as outlined in the following sections.
Conduct that violates the provisions of the student conduct policy will be dealt with as described later in this section.

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 other 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
- Illegal use, possession, or distribution of drugs or alcohol on AOMA premises. The consumption, possession, or distribution of alcoholic beverages or illicit drugs, or the possession of weapons/firearms at AOMA is prohibited.
- 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
- Showing disrespect to AOMA administrative personnel, faculty members, students, and student clinic patients. Disrespect can be in such forms as verbal, attitudinal, or physical.
- See Sex Discrimination and Sexual Harassment Policy, Sexual Misconduct Policy, General Appendices—C, D; and Staff/Student Relationships Policy, page 36, below.

Due Process—Procedure for Misconduct Allegations
Please refer to the Academic Policies section of this manual for due process related to grade appeals and academic evaluation.

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) or the Texas Higher Education Coordinating Board (THECB). Contact information is found in the Acupuncture Resources section of this manual.

Any allegation of misconduct by a student must be made in writing to the vice president for student services and operations and will be handled according to the following procedures:

1) Upon receipt of an allegation of misconduct, the vice president for student services and operations appoints a hearing panel. The panel is composed of three (3) faculty members, two (2) students and two (2) staff.

2) The panel elects a chair from the faculty on the panel and a date is set for the hearing.

3) The chair provides written notification to the student, the plaintiff, the panel members, and the vice president for student services and operations of the date, time, and venue for the hearing.

4) The student and plaintiff may bring representation to the hearing provided:
   a. They have notified the chair in advance of the hearing of their intent to bring representation and the identity of the representative.
   b. The chair may decline the participation of a representative if their presence is deemed inappropriate or in violation of FERPA guidelines.
   c. The representative may provide advice and counsel but may not speak unless asked to do so by the appeal committee.

5) The chair convenes the meeting, identifying all parties in attendance.

6) The plaintiff gives testimony as to the allegation of misconduct and provides any and all evidence substantiating their claim.

7) The student gives testimony as to the allegation and provides any and all evidence refuting the allegation.

8) The hearing panel may call additional witnesses, question them, and/or request additional materials from any party.

9) Upon conclusion of the hearing the panel will adjourn to private session for deliberation.

10) Decisions are rendered based on a simple majority. In case of a tie vote, the vice president for student services and operations casts the deciding vote.

11) The chair sends written notification to the vice president for student services and operations of the decision reached regarding the allegation.

12) The vice president for student services and operations sends a certified letter to the student and plaintiff communicating the decision of the hearing panel. All decisions of the hearing panel are final.

13) In cases in which the allegation is substantiated and disciplinary actions prescribed, the vice president for student services and operations will direct staff in the application of those actions.

14) In cases in which the allegation is unsubstantiated, the vice president for student services will have a letter to that effect placed in the student’s academic file.

**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 senior director of finance, dean of students, the vice president of student services 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.

**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. 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 the West Gate Professional 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 and a name tag identifying the student and level of internship (e.g., “Observer”) at all times. Students are expected to keep lab coats clean, pressed, and buttoned. Jeans, dress jeans, shorts, or over-dyed jeans are never 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 student services and operations: 512-492-3051.

**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.
Policies and Procedures – Student Life and Services

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 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, 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 to 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 & Cell Phones
Pets and animals, other than service animals, are not permitted inside any 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

General Information
Registration is a three stage process, beginning with advising and concluding with payment of tuition. Each term, registration is held over a three day period according to the dates listed in the academic calendar. Every student is assigned a specific day/time for registration based on their total accumulated hours. Time slots are assigned according to the hierarchy of accumulated hours, greatest to least. In preparation for registration, each student receives a registration packet listing their assigned time slot in their student mail folder.

If a student is unable to register in person, they may designate a proxy to register for them. The role of the proxy can be filled by another student; however, the designated proxy must register at the time assigned to the student. Late registration is accepted at any time after the end of the official registration period through the first week of the term. Waiting to register until the start of a term will greatly limit the availability of courses/clinics.

Prior to registration, each student should meet with an academic advisor to ensure they are following an approved degree plan. These advising appointments are strongly recommended as they offer the opportunity for planning coursework for the next term, coursework for future terms, and planning for special events like the China Study Tour. They also provide time for clarification of degree requirements and academic policies.

When the class size limit for a course or clinic has been reached, a waitlist is generated. If a student is put on a waitlist, this course/clinic will not show on their registration until space becomes available and they are officially enrolled. Waitlists are managed by the registrar and questions should be addressed to her office.

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. All holds must be reconciled prior to registration.

Auditing Courses
Only AOMA students and graduates may audit courses and courses may only be audited if they have been previously taken and completed successfully. An exception may be made for courses that were 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 the course. Anyone wishing to audit a course must confirm with the registrar that there is room available in the course and then be officially registered.

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

No credit is given for audited courses. When auditing a course, 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 follow the class requirements.

**Directed Study**
A didactic course may be taken by directed study if a student has consulted with an academic advisor and fulfills all criteria as 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.
- The student must have the permission of an academic advisor and the program director.
- Directed study will not be allowed for practical or application-type courses.
- Directed study must be for a complete course.
- The student must have been actively enrolled long enough to assess his/her qualifications.
- The course must not be offered as part of the regular schedule during the term in question.

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.

**Adding & Dropping Courses**
Beginning the Friday of registration week and continuing for the two weeks following registration, students may add and drop classes without penalty. These dates are listed in the academic calendar. During this free add/drop period, no fee is charged for changes made to a student's schedule. Changes made after this initial free period, are subject to the following fees:

<table>
<thead>
<tr>
<th>Course Type</th>
<th>Add/Drop Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Didactic courses, Clinic Theater, &amp; Clinic Observation</td>
<td>$30</td>
</tr>
<tr>
<td>All Intern Clinics</td>
<td>$60</td>
</tr>
</tbody>
</table>

If a student is waitlisted for a course, the add fee is waived for the waitlisted course. All add fees are waived if the added course or clinic is replacing one that is being dropped.

Any student who wishes to add or drop after the official registration period must complete an add/drop form and submit it to the registrar. After the free add/drop period through the end of the first week of the term (including summer), tuition refunds for dropped courses and clinics will be calculated according to the refund schedule outlined below. For added courses, an add fee is charged along with the tuition. In order for the add 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 that course will be responsible for the full tuition and receive a grade of F on his/her transcript. Fees cannot be transferred to any other seminar or course.

**Refund Schedule**

<table>
<thead>
<tr>
<th>Refund Period</th>
<th>Refund Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Through the end of the first week of the term</td>
<td>100% refund of charges*</td>
</tr>
<tr>
<td>Through the end of the week 2 of the term</td>
<td>75% refund of charges*</td>
</tr>
<tr>
<td>Through the end of week 3 of the term</td>
<td>25% refund of charges*</td>
</tr>
<tr>
<td>Through the end of week 4 of the term</td>
<td>No refund*</td>
</tr>
</tbody>
</table>

* The applicable drop fee will be charged. Any course dropped after week 4 requires approval from the dean of students. Forms are not processed on weekends.
Transcript Notation
Fall, winter, and spring courses dropped within the first two weeks of a term will have no transcript entry. 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.

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.

Seminar Drop Policy
The add/drop schedule for seminars follows the same schedule used for didactic/clinical adds and drops, regardless of when the seminar is held during the term.

Drop Policy for Short Courses
Short courses are non-seminar courses that last for four weeks or less. Short courses that begin during the term are subject to a drop fee based on the following schedule:

<table>
<thead>
<tr>
<th>Time Period</th>
<th>Drop Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Through the end of the first week of the course</td>
<td>100% refund of charges*</td>
</tr>
<tr>
<td>During the second week of the course</td>
<td>25% refund of charges*</td>
</tr>
<tr>
<td>During or after the third week of the course</td>
<td>No refund*</td>
</tr>
</tbody>
</table>

* The applicable drop fee will be charged. Any course dropped after week 3 requires approval from the Dean of Students. **Forms are not processed on weekends.**

Class Size
In order to ensure an optimal learning environment, AOMA’s faculty and administration have given much thought and consideration to class size. The nature of the course or clinic, the particular subject matter of the course, and the level of the students’ learning at the point in the curriculum when the course is offered are all factors that affect the appropriate class size. Additionally, if 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, class size ranges from eight to 36 students. As an educational institution that values academic dialogue, classes with fewer than eight students will typically not be held as there is usually a lack of diversity and energy in such small classes, particularly when the course is didactic in nature. Conversely, classes with more than 36 students tend to discourage inquiry and may make it difficult for the instructor to provide adequate attention to individual students’ needs. On rare occasions and with the prior approval of the academic council and senior staff, a course may be offered although it does not meet the minimum or maximum class size requirements. Such decisions are not at the students’ or instructors’ discretion, but, rather, are made by the administration based on consideration of all factors mentioned above.
Course Cancellation
Courses that do not meet the enrollment qualifications listed above may be cancelled. Students enrolled in a course that is cancelled will be notified via email. Every effort will be made to accommodate students affected by a cancelled course. Students are encouraged to routinely check their course schedules via the student portal.
Policies and Procedures – Financial Services

Tuition
$195 per credit for didactic coursework
$324 per credit for clinical instruction

Program Costs
The total cost of tuition for the complete program is approximately $47,533. 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 $75
Facility Fee (per term) $35
Part-time surcharge (less than 12 credits per term, excluding summer term) $20
Practicum Insurance (per term)* $75
Clinic Practical Examination $35
Graduation $125

Additional Fees
Add/Drop – Courses (after no-charge period) $30
Add/Drop – Clinics (after no-charge period) $60
Challenge Exam $25
Benchmark or Exit Exam Retake $75
Make-up Exam $40
Make-up Clinic** $35
Audit $25/credit
Returned Check $25
Additional Diploma $40
Official Transcript $15
Tuition Payment Plan Fee $50/term
Late Monthly Payment Fee $25

* 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.
** Students may schedule two make-up clinics without incurring a fee.

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 averages about $150 per term, with book costs slightly higher the first term of any given year.
Billing Procedure
At registration, each student will receive an invoice of charges for the next term. Any changes made after initial registration may be viewed via the AOMA 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 senior director of finance.

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 senior director of finance. 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 bona-fide 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.

Students must apply for the Student Emergency Loan by completing the required form and submitting it to the senior director of finance 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 – G.
Federal Student Loans
Federal Student Loans AOMA’s Master of Acupuncture and Oriental Medicine program is certified by the US Department of Education to participate in the Title IV Federal Student Aid Program. Students may be eligible for subsidized and/or unsubsidized Direct Federal Loans, Federal Work Study, and Direct PLUS loans.

For more details, please contact the financial aid services administrator or visit www.aoma.edu. The website includes a link to the Free Application for Federal Student Aid (FAFSA). AOMA’s school code is 031564. It is the student’s responsibility to complete the necessary applications by the published deadlines and to communicate with the financial aid office regarding any questions about the status of their loans.

Veterans’ Administration Educational Benefits
AOMA’s Master of Acupuncture and Oriental Medicine program is approved for educational benefits through the Veteran’s Administration. Contact the financial aid office for more information.

Texas Department of Assistive and Rehabilitative Services (DARS)
AOMA is a vendor for Texas DARS. This status allows DARS clients to receive funding for AOMA’s Master of Acupuncture and Oriental Medicine program.

For more information regarding financial aid policies and procedures including the following topics, please see AOMA’s Financial Aid Manual.

- Financial aid application process for new and continuing students
- Entrance & exit counseling
- Refund policies
- Satisfactory academic progress
- Withdrawals and refunds
- Veteran’s Administration educational benefits
- Texas Department of Assistive & Rehabilitative Services (DARS)
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.

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 official record to be updated. In order for a student’s name changes require appropriate proof to be submitted prior to changes made to a student’s record.

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 & the Buckley Amendment
AOMA abides by the Family Educational Rights & Privacy Act (FERPA) of 1974 and an additional document relating to the Act, known as the Buckley Amendment. FERPA is a federal law that protects the privacy of a student’s educational records. This Act and its amendment apply to all educational agencies or institutions that receive funds under any program administered by the Secretary of Education. To read full statements of the FERPA Act and the Buckley Amendment and to understand how these acts protect the educational records of students at AOMA, 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.

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 senior member of the staff present at the school 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 president will make the decision and
communicate it to the president’s cabinet. Designated members of the president’s cabinet will notify students, faculty, and staff by verbal announcements on AOMA’s main telephone message at 512-454-1188, by group email announcements 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**
This policy provides guidelines for the management of intellectual property resources produced by AOMA faculty, staff, administration, and/or students and guidelines for the use of copyrighted material. To read the full statement of AOMA’s intellectual property policy, please see General Appendices—I.

**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 also maintain an email address for official communications from the various offices, including finance, financial aid, and the 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 community relations 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 community relations 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 Sarah Bentley, director of community relations at sbentley@aoma.edu, 492-3034.
Veterans’ Administration Benefits
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, 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).
Policies and Procedures – Academic

Academic Standing
A student must maintain a grade point average of at least 2.0 to be in good academic standing and eligible for graduation. Any failed class must be repeated for credit and a student may not continue to the next level of coursework having failed the prerequisite. Students may consult the “Course Descriptions” section of the AOMA catalog for prerequisite information. If a student fails any course three times, including grades of F and WF, the student will be dismissed from the program.

Academic Probation and Suspension
A student whose grade point average falls below 2.0 in any term will be placed on academic probation for the following term. If the student’s grades improve over the next term and his/her term grade point average is above 2.0, the probation will be lifted. If the student’s grades do not improve over the term, he/she will be placed on academic suspension for the following term.

Once a student has been placed on suspension, the student must submit a letter of intent to the program director to be considered for readmission. This letter must be submitted at least one month before the start of the term for which readmission is being sought. The academic council will determine whether the student may begin taking courses again. If approved, the student must maintain a grade point average above 2.0 during the following term and each of the following four terms in which the student is enrolled, or he/she will be dismissed from the program. 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. 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 attend all class sessions. Any absence from class is cause for concern as it is essential that students be present in the classroom for full exposure to all material. Students are expected to be in class on time and remain in class for the full classroom hour. 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.

Absences
Courses in a professional program depend on informed and active discourse between the instructor and the 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 class.

Absences - Didactic Courses
A student may miss up to two, three-hour sessions in a 36-hour course; one, three-hour session in an 18-hour or 24-hour course; and two hours in a 12-hour course without a grade penalty. If a student misses more than what is permissible for a course, regardless of the reason, the final course
grade will be lowered one letter. If a student misses more than 25% of the scheduled classes, the student will be dropped from the course as of that date, and the course grade will be determined as stated in the add/drop policy outlined in the Policies and Procedures - Registration section of this manual.

**Absences - Practical Courses**
A student may miss only one class without a grade penalty. If two are missed, the final grade will be lowered by one letter; if three are missed, the final grade will be lowered two letters. If a student misses more than three classes, he/she will be dropped from the course as of that date, and the course grade will be determined as stated in the add/drop policy outlined in the Policies and Procedures - Registration section of this manual.

**Absences - Mind/Body Courses**
A student may miss only two 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 will be determined as stated in the add/drop policy outlined in the Policies and Procedures - Registration section of this manual.

**Tardiness/Early Departure**
“Tardiness” is defined as entering the classroom after instruction has begun; “early departure” is defined as leaving before instruction is concluded. Each instance of tardiness or early departure will be calculated 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.

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

**First Year Benchmark 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. The prerequisite to sit for this exam is completion of the courses listed below. A student may register for this exam in the term they are completing the prerequisites listed below:

Requirements for students who enrolled prior to summer 2011:
- Foundations 1 & 2
- Point Location 1, 2, & 3
- Acupuncture Techniques 1 & 2
- Biomedical Terminology
- Pathophysiology 2
- Physical Assessment 1
- Diagnostics 1 & 2
- Energetics 1, 2, & 3
- Anatomy & Physiology 1, 2, & 3
- Microbiology & Pathophysiology 1
- Introduction to Herbs

Requirements for students who enrolled summer 2011 and beyond:
- Foundations 1 & 2
- Acupuncture Treatment of Disease 1
- Energetics 1 & 2
- Anatomy & Physiology 1, 2, & 3
- Biomedical Terminology
- Pathophysiology 2
- Diagnostics 1 & 2
- Point Location 1, 2, & 3
- Acupuncture Techniques 1 & 2
- Herbs 1 and Lab 1
- Microbiology & Pathophysiology 1
- Physical Assessment 1 & 2
If a student fails the first year benchmark 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 methods before being eligible to re-take 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. A $75 fee will be assessed each time this exam is retaken.

Second Year Practical Exam
This exam is taken when a student has completed between 550-660 total clinic hours. It is completed in the student clinic and tests each student’s skills as a clinician. To schedule this exam, students must obtain the applicable form from the registrar’s office, pay the $35 exam fee in the finance office, and schedule the exam with the student clinicsubmit the form to the registrar. For complete instructions, policies, and procedures, please reference the second year practical form in the registrar’s office. The second year practical may be registered just like a course. It is offered once a term on the same day as the benchmark and exit exams.

Exit Written and Practical Exams
Students are required to complete the comprehensive written and practical exit exams prior to graduation. The comprehensive written exam is offered on the same day as the first year 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 and pay a $75 reexamination fee. The first two times a student fails the exit 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. The practical exit exam should be taken once a student has completed 950 total clinical hours. Exam procedures and policies are the same as those for the second year practical.

Bodywork Certificates
For those students who wish to complete more than the required three progressive courses in either medical qigong or tuina, AOMA offers a certificate of completion. This certificate requires additional clinical hours in the specialty of your choice. For certificate requirements and applications, please see the registrar.

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.

Diplomas
Diplomas are ordered at the end of each term, once the registrar verifies that the candidates for graduation have completed all necessary requirements, diplomas are ordered. The AOMA diploma is signed by the president, program director, vp of faculty, and registrar. Diplomas are released to the student once these signatures are obtained. If a replacement diploma is needed, a written request is required along with a $40 fee. Due to changes in staffing, there is no guarantee that a replacement diploma will contain the signatures of the same individuals as the original diploma.
Exams/Make-up Exams
Students are expected to complete all exams as scheduled by their instructor(s). However, if a student misses an exam, the exam may be made up according to the policy outlined below. This policy applies to all exams, including final make-up exams scheduled during break week. It is solely the responsibility of the student to communicate with their instructor and administration to arrange to complete a missed exam.

Make-up exams must be completed prior to the next scheduled meeting of the course and may be scheduled from 9:00 am - 5:00 pm Monday through Thursday and 9:00 am - 4:00 pm on Friday. Exams that exceed one (1) hour will not be scheduled after 2:00 pm in order to allow three full (3) hours for testing. Students are also responsible for making up any practical portion of exams. Completion of missed practical exams must be arranged directly with the instructor.

Exams missed on:
- Mondays must be completed by the following Friday between 9:00 am - 4:00 pm,
- Tuesdays must be completed by the following Monday between 9:00 am - 5:00 pm,
- Wednesdays must be completed by the following Tuesday between 9:00 am - 5:00 pm,
- Thursdays must be completed by the following Wednesday between 9:00 am - 5:00 pm,
- Fridays must be completed by the following Thursday between 9:00 am - 5:00 pm.

Students are responsible for communicating with instructors and administration regarding arrangements for completion of missed coursework or exams. Instructors may require additional work, tests, reports, or tutorials.

In order to schedule a make-up examination, a student must:
- schedule the exam at least 24 hours in advance with the Finance Office,
- complete the Request Form indicating the date/time they wish to take the exam, and
- submit this form with the $40 make-up exam fee to the Finance Office.

The Finance Office will verify the student’s desired test day and schedule the exam.

On the day of the make-up exam, the student must report to the AOMA Library to complete their exam.

Students who fail to complete a missed exam according to this policy will receive a zero for the exam.

Exceptions to this policy must be approved by the program director. Any student requesting an exception must provide a written request (email is acceptable) to the program director that includes:
- name of course(s),
- name of faculty member teaching the course,
- proposed date/time the student can complete the examination,
- reason for which the exception is requested.

Requests that do not include this information will be returned to the student.
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.

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Meaning</th>
<th>Percent Grade</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Very Good to Excellent</td>
<td>90-100%</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>Average to Good</td>
<td>80-89%</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>Below Average, but Acceptable</td>
<td>70-79%</td>
<td>2</td>
</tr>
<tr>
<td>F</td>
<td>Fail</td>
<td>69% and below</td>
<td>0</td>
</tr>
<tr>
<td>P</td>
<td>Pass</td>
<td></td>
<td></td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal</td>
<td></td>
<td></td>
</tr>
<tr>
<td>WP</td>
<td>Withdrawal with passing grade (does not impact student GPA)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>WF</td>
<td>Withdrawal with failing grade (impacts student’s GPA)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>T</td>
<td>Credit by transfer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CE</td>
<td>Credit by examination</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AU</td>
<td>Audit (no credit for course)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Calculating Grade Point Average
A student’s GPA is used to determine successful progress through the program as well as academic probation or suspension. GPA is calculated by dividing the total number of quality points by the total number of graded credit hours attempted.

Example:

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

Grade Appeal Policy and Procedure
Any student who wishes to appeal a grade must follow the procedure outlines 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. First the student must 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 vp of faculty and an appeal committee will be empanelled by the vp of faculty consisting of the vp, as chair of the committee, and three faculty members. The vp 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 vp 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 provost 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.

Repeating a Course
Students must receive a grade of at least 70% to receive credit for a course and to continue to the subsequent course in a series. In order to enroll in a latter course of a series in which the first course is a prerequisite (e.g. Foundations of Chinese Medicine 1 is a prerequisite for Foundations of Chinese Medicine 2), the student must either have passed or be currently enrolled in the prerequisite class. In the event the prerequisite course is not passed, the student will not be allowed
to continue the series and will be dropped from the subsequent course. When repeating a course, the repeated course grade earned does not replace the original grade earned.

**Grade Reports**

Grades for all courses are available for view via the CAMS Student Portal in a timely manner at the end of each term. Although official, these reports are not to be considered equivalent to the official transcripts of completed coursework, which are maintained in the student’s official record in the registrar’s office.

**Graduation and Graduation Policies**

**Academic Requirements**

Academic requirements may vary slightly each year, so students 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 students who enrolled prior to summer 2011:

<table>
<thead>
<tr>
<th>Course</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: Oriental Medical Theories,</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Case Management, Research Methodology,</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Practice Management, Communications,</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mind/Body, Asian Bodywork, and Ethics</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 students who enrolled summer 2011 and beyond:

<table>
<thead>
<tr>
<th>Course</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: Oriental Medical Theories,</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Case Management, Research Methodology,</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Practice Management, Communications,</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mind/Body, Asian Bodywork, and Ethics</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>Total</td>
<td>200</td>
<td>2,898</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, comprehensive exam fees, etc.

**Applying for Graduation, Graduation Certification, and Exit Exams**

At least two terms prior to the term in which the student expects to complete the academic requirements listed above, the student should complete and submit to the registrar the Application for Degree that corresponds to their catalog. Prior to submitting this form, the student must pay the finance office the graduation fee of $125. The latest possible time for submitting this form and fee is the first week of the term in which the student wishes to graduate. Students should obtain an unofficial copy of their AOMA transcript, available on the CAMS Student Portal, to assist in filling out this form.

In addition to the Application for Degree, there are several other requirements that must be fulfilled prior to graduation. The first is completion of the written and practical exit exams. The written exit exam is offered each term on the same date as the first year benchmark exam. Students should take this exam one term prior to their expected graduation date. This exam must be passed with a grade of 70% or better. Students should take the practical exit exam once they have completed 950 total clinical hours. The practical exit exam is scheduled via the same procedure as the second year practical exam.

In the last few weeks of the term in which they will graduate, students must also complete the Graduation Certification form and an Exit Evaluation survey. The Graduation Certification form requires the signatures of the financial services administrator, the senior director of finance, the program director or vp of student services and operations, the librarian, and the registrar. The program director, vp of student services and operations, and the financial services administrator require students to schedule exit interviews before they will sign the Graduation Certification form. The Exit Evaluation survey is provided to each student by the director of institutional effectiveness.

**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 admissions and student services.

**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 it again in 2009.

**Job Placement**

Upon completion of the program, AOMA does not guarantee employment. The director of admissions and student services offers job searching/placement support and acts as a liaison between AOMA alumni and persons seeking licensed acupuncturists for employment. Additionally, students are encouraged to investigate opportunities posted on the AOMA website. AOMA hosts meetings between the 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 at www.aoma.edu.

**Leave of Absence**
If the situation occurs wherein a student must take a leave from their studies, a student may apply for a formal leave of absence by submitting a leave of absence form to the registrar. These forms are available from the registrar. It is recommended that the student meet with an academic advisor prior to submitting this form in order to anticipate how the leave will impact the remainder of their coursework. A leave of absence may be taken for a maximum of one year from the last date of attendance. If a student does not register for courses within one year, the student must reapply to the program and will be subject to the readmissions policy. At the time of reapplication, the student is subject to admissions and graduation requirements as outlined in the catalog in use at that time, regardless of whether those requirements have changed. For those students electing to take a summer term off, a leave of absence request is not required.

**Leave of Absence – Students Receiving Financial Aid**
Federal regulations authorize an institution to grant a student a leave of absence of up to 180 days in any 12-month period under the Federal Student Aid program. All students considering taking a leave of absence must meet with the director of admissions and student services to discuss any implications this may have on their financial aid eligibility and grace period. Please see the Financial Aid Manual for further details.

**Maximum Course Load**
The maximum number of credits for which a 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, 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.

**Portfolio Requirement**
Students enrolling in the MAcOM program in the 2011 – 12 catalog year and later 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.

**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.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.1 Through reflection, the student is able to assess knowledge with their own values and beliefs, resulting in improved empathy and effective care.1

A study in postgraduate medical education found that reflection plays a vital role in helping junior doctors to learn from clinical experiences.2 Reflecting on clinical experiences resulted in the student’s identification of their learning needs. This encouraged learning focused on comprehension and understanding.2


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.
Intern Meetings and Reflections
The Intern meetings are scheduled every term to provide regular communication between clinic leadership and interns and to ensure ongoing 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 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. The Follow-Up form used to record patient visits is AOMA’s standardized SOAP note. (SOAP stands for subjective, objective, assessment, and plan.)

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. A specific form used for the observation SOAP and reflection are in the Clinic Manual. Suggested questions 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.

- Five patient visits of which at least two must be patients new to AOMA clinics
- Four patient visits when the intern was an herbal-only intern (Level 3)
- 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 completed checklist of procedures and skills accomplished in clinic. This list is 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. A handful of these items will be assessed on either the second year or exit practical exams. 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.

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 (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 two to three of these forms from Level 2 rotations, and two to three from three rotations for a total of five. Each one should have:

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

Practical Exam Scores (OSCEs) and Reflections
Interns take the 2nd year practical exam when total observation and internship hours are between 550-660, and take the exit practical exam in their last term of the program. This portfolio requirement is to record your exam scores and write a one-page reflection for each exam on what the intern learned and commitment to improve as a result of the exam.

Patient Surveys
When a student becomes an intern, he/she will receive each term some patient surveys to hand to patients after treatment visits. Interns are responsible for handing out the surveys to their patients. These surveys are for patients to provide feedback anonymously about the intern and the treatment visit. Patient surveys are processed at the end of each term, and interns receive their feedback via email. Five (5) processed sets of patient surveys are required for the portfolio, with a one-page reflection on what the intern learned as a result of each survey set with a commitment to act statement. There is only one set per term regardless of how many rotations an intern is enrolled.

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. 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 East Asian medicine, future learning goals, personal insights on strengths and weaknesses, and level of commitment to the ideals of professionalism.
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/or other designees. Academic advisors and the academic coordinator will have a list of faculty and staff who can review portfolios.

<table>
<thead>
<tr>
<th>Review</th>
<th>Timing</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Formative Review</td>
<td>During the term prior to internship</td>
</tr>
<tr>
<td>2nd Formative Review</td>
<td>As a prerequisite to qualification for second year practical exam. In order to qualify for the 2nd year practical exam, a student must complete the necessary clinic hours (between 550-660 hours inclusive of observation hours) and have a formative review of the portfolio.</td>
</tr>
<tr>
<td>3rd Formative Review*</td>
<td>During the second to last term prior to graduation.</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 and Retrospective Reflection must be complete. The portfolio is assessed for completeness of contents and quality of the reflections. A score of 3 or higher is required for successful completion.</td>
</tr>
</tbody>
</table>

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

The following criteria will be used to evaluate reflections in the Summative Review:

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)

“Reflective capacity is deemed an essential component of professionally competent practice (Wald, et al 2009).”

After successful completion of the portfolio, the portfolio checklist is signed by the reviewer and maintained by the registrar as part of the student’s academic record.

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.

**Program Completion Limitations**
The master of acupuncture and Oriental medicine program must be completed within eight calendar years from the date of enrollment, six years if receiving financial aid.

**Readmission Policy**
Any student in withdrawn status must complete the formal application process to re-enter the academic program and meet all requirements for admission and graduation that are in place at the time of the reentry. In addition, the student will be required to meet with an academic advisor before returning to the program.

**Student 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.

Students enrolled in twelve or more credits during a long term and nine or more credits during the summer 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 as these requirements are different.

Students are expected to register each term and attend class continuously until they have completed the program, unless they have requested a formal leave of absence or policy waiver. Failure to do so may result in the student being administratively withdrawn.

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 the MAcOM degree.

**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
Any student who desires to review their educational records may do so by submitting a written request to the office responsible for the record. Academic files are held by the registrar’s office and financial records are held by the finance office. The student will be notified by the responsible office when the record is available for review—within at least forty-five days of the request. To read the full statements of AOMA’s policy on student review of educational records, the FERPA Act, and the Buckley Amendment please see General Appendices—F.

Release of Directory Information
Institutions may release, without written consent, those items identified as Directory Information. AOMA designates the following information as “Directory Information” for students who are currently or previously enrolled. The following conditions must be met prior to disclosure:

• the institution must inform students of categories designated as “Directory Information”,
• students must be given the opportunity to refuse disclosure,
• students must be given a reasonable period of time in which to state refusals in writing.

Directory Information:
• Name
• Permanent and local address
• Email address
• Telephone numbers
• Date and place of birth
• Photos/Images
• Anticipated degree or certificate and completion date
• Degree, certificate, and date completed
• Dates of attendance
• Current or preceding term registered hours
• Previously-attended educational institutions
• Awards and honors

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. Should a student graduate with a directory-information hold in place, it will remain in place until rescinded. Students who are no longer enrolled at AOMA are not eligible to request that their directory information be withheld. Any appeal of this policy should be submitted to the registrar.

Transcripts
Students and graduates may obtain unofficial copies of transcripts through the CAMS student portal or, at no charge, request a copy from the registrar. Official transcripts may be obtained by completing a Transcript Request form and paying the $15 fee through the finance office. Once completed, this form must be submitted to the registrar’s office. 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.
Transfer Credit

Credit by Transfer
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. 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.

Credit by Exam
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.

Transferring from Another School of Oriental Medicine
Transfer students are subject to all of AOMA’s admission requirements in effect at the time of admission. 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) and pass, with a score of 70% or better, all practical and written benchmark and exit exams.

Withdrawing
There are two types of withdrawals, voluntary and administrative. A student may voluntarily withdraw from the program by submitting a letter of intent and a completed withdrawal form to the registrar and scheduling an exit interview with the program director or vp of student services and operations. Students who fail to maintain continuous enrollment without filing for a leave of absence will be administratively withdrawn. Failure to regularly attend classes may result in a failing grade and may result in withdrawal from the program by default.

Withdrawal status will impact both financial aid eligibility and/or repayment requirements. Please refer to the Policies and Procedures – Registration section of this manual for grading of courses in the event of a withdrawal.

Refunds
For students on financial aid, AOMA follows the Return to Title IV provisions of the Financial Aid Handbook.

For all other students refunds will be issued as follows:
Policies and Procedures – Academic

Withdrawal after free add/drop period through the first week  100% tuition refund + $100 admin fee
During week two  75% tuition refund
During week three  50% tuition refund
During week four  no refund

There are no refunds on textbooks and other supplies.
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.

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
<table>
<thead>
<tr>
<th>Winter 2011</th>
<th>Spring 2011</th>
<th>Summer 2011</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dec 19 - Jan 2 Winter break</td>
<td>Apr 3 - 10 Winter/Spring intermission</td>
<td>July 10 - 17 Spring/Summer intermission</td>
</tr>
<tr>
<td>Dec 29 - 31 New student orientation</td>
<td>April 8 New student orientation</td>
<td>July 14 - 16 New student orientation</td>
</tr>
<tr>
<td>Jan 3 First day of class</td>
<td>(transfer students)</td>
<td>July 18 First day of class</td>
</tr>
<tr>
<td>Jan 7 Graduation applications due</td>
<td>April 11 First day of class</td>
<td>July 18 Fall term graduate program application deadline</td>
</tr>
<tr>
<td>Feb 13 - 20 Mid-term break</td>
<td>April 15 Graduation applications due</td>
<td>July 22 Graduation applications due</td>
</tr>
<tr>
<td>Feb 7 - 9 Spring registration</td>
<td>May 16 Summer term graduate program application deadline</td>
<td>Aug 8 - 10 Fall registration</td>
</tr>
<tr>
<td>Feb 7 Spring term graduate program application deadline</td>
<td>May 22 - 29 Mid-term break</td>
<td>Aug 12 Add/drop period begins</td>
</tr>
<tr>
<td>Feb 11 Add/drop period begins</td>
<td>May 31 - June 2 Summer registration</td>
<td>Aug 26 End free add/drop period</td>
</tr>
<tr>
<td>Mar 4 End free add/drop period</td>
<td>June 3 Add/drop period begins</td>
<td>Aug 27 Benchmark exams</td>
</tr>
<tr>
<td>Mar 19 Benchmark exams</td>
<td>June 17 End free add/drop period</td>
<td>Sept 10 Last day of class</td>
</tr>
<tr>
<td>April 2 Last day of class</td>
<td>June 18 Benchmark exams</td>
<td></td>
</tr>
<tr>
<td></td>
<td>July 9 Last day of class</td>
<td></td>
</tr>
<tr>
<td>Fall 2011</td>
<td>Winter 2012</td>
<td>Spring 2012</td>
</tr>
<tr>
<td>Sept 11 - 18 Summer/Fall intermission</td>
<td>Dec 18 – Jan 8 Winter break</td>
<td>Apr 8 – 15 Winter/Spring intermission</td>
</tr>
<tr>
<td>Sept 15 - 17 New student orientation</td>
<td>Jan 5 – 7 New student orientation</td>
<td>Apr 12 New student orientation (transfer students)</td>
</tr>
<tr>
<td>Sept 19 First day of class</td>
<td>Jan 9 First day of class</td>
<td>Apr 16 First day of class</td>
</tr>
<tr>
<td>Sept 23 Graduation applications due</td>
<td>Jan 13 Graduation applications due</td>
<td>Apr 20 Graduation applications due</td>
</tr>
<tr>
<td>Oct 31 - Nov 2 Winter registration</td>
<td>Feb 20 Spring term graduate program application deadline</td>
<td>May 21 Summer term graduate program application deadline</td>
</tr>
<tr>
<td>Oct 31 Winter term graduate program application deadline</td>
<td>Feb 19 – 26 Mid-term break</td>
<td>May 27–June 3 Mid-term break</td>
</tr>
<tr>
<td>Nov 4 Add/drop period begins</td>
<td>Feb 27 – 29 Spring registration</td>
<td>June 4 – 6 Summer registration</td>
</tr>
<tr>
<td>Nov 18 End free add/drop period</td>
<td>Mar 2 Add/drop period begins</td>
<td>June 8 Add/drop period begins</td>
</tr>
<tr>
<td>Nov 20 - 27 Thanksgiving break</td>
<td>Mar 16 End of free add/drop period</td>
<td>June 22 End of free add/drop period</td>
</tr>
<tr>
<td>Dec 3 Benchmark exams</td>
<td>Mar 24 Benchmark exams</td>
<td>June 30 Benchmark exams</td>
</tr>
<tr>
<td>Dec 17 Last day of class</td>
<td>Apr 7 Last day of class</td>
<td>July 14 Last day of class</td>
</tr>
<tr>
<td></td>
<td>Fall 2012</td>
<td>Winter 2013</td>
</tr>
<tr>
<td>July 15 – 22 Spring/Summer intermission</td>
<td>Sept 16 – 23 Summer/Fall intermission</td>
<td>Dec 23 – Jan 6 Winter break</td>
</tr>
<tr>
<td>July 19 – 21 New student orientation</td>
<td>Sept 20 – 22 New student orientation</td>
<td>Jan 3 – 5 New student orientation</td>
</tr>
<tr>
<td>July 23 First day of class</td>
<td>Sept 24 First day of class</td>
<td>Jan 7 First day of class</td>
</tr>
<tr>
<td>July 23 Fall term graduate program application deadline</td>
<td>Sept 28 Graduation applications due</td>
<td>Jan 11 Graduation applications due</td>
</tr>
<tr>
<td>July 27 Graduation applications due</td>
<td>Nov 5 – 7 Winter registration</td>
<td>Feb 18 Spring term graduate program application deadline</td>
</tr>
<tr>
<td>Aug 13 – 15 Fall registration</td>
<td>Nov 5 Winter term graduate program application deadline</td>
<td>Feb 17 – 24 Mid-term break</td>
</tr>
<tr>
<td>Aug 17 Add/drop period begins</td>
<td>Nov 9 Add/drop period begins</td>
<td>Feb 25 – 27 Spring registration</td>
</tr>
<tr>
<td>Aug 31 End of free add/drop period</td>
<td>Nov 18 – 25 Thanksgiving break</td>
<td>Mar 1 Add/drop period begins</td>
</tr>
<tr>
<td>Sept 1 Benchmark exams</td>
<td>Nov 30 End of free add/drop period</td>
<td>Mar 15 End of free add/drop period</td>
</tr>
<tr>
<td>Sept 15 Last day of class</td>
<td>Dec 1 Benchmark exams</td>
<td>Mar 23 Benchmark exams</td>
</tr>
<tr>
<td></td>
<td>Dec 22 Last day of class</td>
<td>Apr 6 Last day of class</td>
</tr>
<tr>
<td>Spring 2013</td>
<td>The Academic Year</td>
<td></td>
</tr>
<tr>
<td>Apr 7 – 14 Winter/Spring intermission</td>
<td>AOMA operates on a quarter system. The fall, winter, and spring quarters consist of twelve weeks of study with a one-week break during and after each term. The summer quarter is eight weeks of study, including expanded class hours with no mid-term break. Several classes and clinics are offered during the summer term and students should plan to attend one or more full summers during the course of their studies. New students may apply for admission in the fall, winter, and summer quarters. Transfer students may apply for admission in any term.</td>
<td></td>
</tr>
<tr>
<td>April 11 New student orientation (transfer students)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Apr 15 First day of class</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Apr 19 Graduation applications due</td>
<td></td>
<td></td>
</tr>
<tr>
<td>May 20 Summer term graduate program application deadline</td>
<td></td>
<td></td>
</tr>
<tr>
<td>May 26–June 2 Mid-term break</td>
<td></td>
<td></td>
</tr>
<tr>
<td>June 3 – 5 Summer registration</td>
<td></td>
<td></td>
</tr>
<tr>
<td>June 7 Add/drop period begins</td>
<td></td>
<td></td>
</tr>
<tr>
<td>June 21 End of free add/drop period</td>
<td></td>
<td></td>
</tr>
<tr>
<td>June 29 Benchmark exams</td>
<td></td>
<td></td>
</tr>
<tr>
<td>July 13 Last day of class</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>