**Accreditation and Authorization**

AOMA is accredited by the Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM) and by the Southern Association of Colleges and Schools Commission on Colleges to award masters and doctoral degrees. AOMA is approved by the Texas and California Acupuncture Boards. The Texas Higher Education Coordinating Board has granted a Certificate of Authorization to AOMA to award the master’s and doctoral degrees. (Please see the inside front cover for the full, legal statements concerning these authorizations.) AOMA’s Asian bodywork therapy courses are approved by the American Organization for Bodywork Therapies of Asia (AOBTA®).

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

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

Questions or complaints about this institution should be addressed to the following agencies:

**Accreditation Commission for Acupuncture and Oriental Medicine**  
Maryland Trade Center # 3  
7501 Greenway Center Drive Suite #820  
Greenbelt, MD 20770  
Phone: (301) 313-0855  www.acaom.org

**Texas State Board of Acupuncture Examiners**  
333 Guadalupe St., Tower 3, Suite 610  
Austin, TX 78701  
Phone: (512) 305-7030  www.tmb.state.tx.us

**California Acupuncture Board**  
444 N. 3rd St., Suite 260  
Sacramento, CA 95814  
Phone: (916) 445-3021  www.acupuncture.ca.gov

**National Certification Commission for Acupuncture and Oriental Medicine (NCCAOM)**  
76 South Laura St., Suite 1290  
Jacksonville, FL 32202  
Phone: (904) 598-1005  www.nccaom.org
## Quick Reference of Services

<table>
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<th>Issue</th>
<th>Contact</th>
<th>Name</th>
<th>Telephone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address changes</td>
<td>Registrar/CAMS portal</td>
<td>Kristen Borthwick</td>
<td>492-3011</td>
<td><a href="mailto:kborthwick@aoma.edu">kborthwick@aoma.edu</a></td>
</tr>
<tr>
<td>Academic advising</td>
<td>Academic Advisors</td>
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<td></td>
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<tr>
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<tr>
<td>Billing (invoices)</td>
<td>Compensation &amp; Benefits Coor. Accounting Assistant</td>
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<tr>
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<tr>
<td>Business cards</td>
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<td><a href="mailto:jaziz@aoma.edu">jaziz@aoma.edu</a></td>
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<td>Career support</td>
<td>Director of Student and Career Services</td>
<td>Julia Aziz</td>
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<td><a href="mailto:jaziz@aoma.edu">jaziz@aoma.edu</a></td>
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<td>Classes - Absences</td>
<td>Registrar</td>
<td>Kristen Borthwick</td>
<td>492-3011</td>
<td><a href="mailto:kborthwick@aoma.edu">kborthwick@aoma.edu</a></td>
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<td>Registrar</td>
<td>Kristen Borthwick</td>
<td>492-3011</td>
<td><a href="mailto:kborthwick@aoma.edu">kborthwick@aoma.edu</a></td>
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<td>Financial Services Administrator</td>
<td>Nicole Rivera</td>
<td>492-3007</td>
<td><a href="mailto:nrivera@aoma.edu">nrivera@aoma.edu</a></td>
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<td>Admissions</td>
<td>Justine Meccio</td>
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<td><a href="mailto:jmeccio@aoma.edu">jmeccio@aoma.edu</a></td>
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<tr>
<td></td>
<td></td>
<td>Jillian Kelbie</td>
<td>492-3013</td>
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<td>Classes - Schedule</td>
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<td>Clinic - Absences</td>
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<td>Clinic Receptionist</td>
<td>Multiple (North &amp; South locations)</td>
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<td></td>
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<tr>
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<td><a href="mailto:tech.support@aoma.edu">tech.support@aoma.edu</a></td>
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<tr>
<td>Computing - Support</td>
<td>Dir. of Information Technology</td>
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<td>EBSCO Database</td>
<td>Librarian</td>
<td>David York</td>
<td>492-3032</td>
<td><a href="mailto:dyrork@aoma.edu">dyrork@aoma.edu</a></td>
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<td>Emergencies</td>
<td>Property Manager Facilities Coordinator</td>
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<td><a href="mailto:sbailey@aoma.edu">sbailey@aoma.edu</a></td>
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<tr>
<td></td>
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<td>David Surgers (S)</td>
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<td><a href="mailto:aoma-facilities@aoma.edu">aoma-facilities@aoma.edu</a></td>
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<td>Jack Pritchard (N)</td>
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<td></td>
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<td>Anne Province</td>
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<td>Emergency Loans</td>
<td>Financial Services Administrator</td>
<td>Nicole Rivera</td>
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<td>Employment at AOMA</td>
<td>Compensation &amp; Benefits Coor.</td>
<td>Kylie Watson</td>
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<tr>
<td>Student Employment, Federal Work-Study</td>
<td>Director of Financial Aid</td>
<td>Estella Sears</td>
<td>492-3078</td>
<td><a href="mailto:esears@aoma.edu">esears@aoma.edu</a></td>
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<td>Financial Aid</td>
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<td>Estella Sears</td>
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<td>Graduation Ceremony</td>
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<td>Julia Aziz</td>
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<td>Student Health Insurance</td>
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<td>Housing Opportunities Listings</td>
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<td>Informal Classes</td>
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<td><a href="mailto:sbentley@aoma.edu">sbentley@aoma.edu</a></td>
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<td>Licensing</td>
<td>Kristen Borthwick</td>
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<tr>
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<td>New Student Mentoring</td>
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<td>Payments</td>
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<td>Payment Plans</td>
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<td>492-3007</td>
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<td>Repair requests</td>
<td>Facilities Coordinator</td>
<td>492-3079 492-3050</td>
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<td>Scholarships</td>
<td>Director of Financial Aid</td>
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<tr>
<td>Southwest Symposium</td>
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<td><a href="mailto:symposium@aoma.edu">symposium@aoma.edu</a></td>
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<tr>
<td>Space reservation (student organizations)</td>
<td>Director of Student and Career Services</td>
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<tr>
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<tr>
<td>Student Association</td>
<td>ASA President</td>
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<tr>
<td>Student Organizations</td>
<td>Director of Student and Career Services</td>
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</tr>
<tr>
<td>Student Issues (personal, emotional, misconduct)</td>
<td>Dean of Students</td>
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<tr>
<td>Study spaces/Student Lounge</td>
<td>Facilities Coordinator</td>
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<td><a href="mailto:aoma-facilities@aoma.edu">aoma-facilities@aoma.edu</a></td>
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<tr>
<td>Surveys</td>
<td>Director of Institutional Effectiveness</td>
<td>492-3009</td>
<td><a href="mailto:ie@aoma.edu">ie@aoma.edu</a></td>
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<tr>
<td>Theft/Vandalism</td>
<td>Property Manager</td>
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<td><a href="mailto:aoma-facilities@aoma.edu">aoma-facilities@aoma.edu</a></td>
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<td>Transcripts</td>
<td>Registrar</td>
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<tr>
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<tr>
<td>Tutoring services</td>
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<td><a href="mailto:rlaguna@aoma.edu">rlaguna@aoma.edu</a> <a href="mailto:ahiemer@aoma.edu">ahiemer@aoma.edu</a></td>
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<td>VA Benefits</td>
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<td>Withdrawal</td>
<td>Dean of Students</td>
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</table>
Letter from the President

Dear Learner,

Chinese medicine is a noble path, one that enlivens, enriches, and gives meaning to life. Thank you for considering AOMA Graduate School of Integrative Medicine as a tool for your growth. We as a community are privileged to support your success.

It is an exciting time to be this profession. Society needs medical practitioners that address patient care from a holistic and integrative standpoint. Further, the mainstream health care system increasingly accepts acupuncture and herbal medicine.

AOMA’s faculty have developed a comprehensive program of study that prepares graduates to play a vital role within the healthcare environment. As a skilled professional practitioner you will be able to contribute to the larger communities by providing care to diverse patient bases. It is with great respect that AOMA as a community holds you in your desire to become empowered as a healer and to construct yourself as a professional within this field.

We take our job seriously. We are committed to transforming lives and communities through graduate education in Oriental medicine. The administrative team, faculty, and student body alike advance this mission by embodying AOMA’s core values in our daily work. Our promise is to create an excellent study environment, ensure world-class faculty, and support for your success as a graduate. AOMA also recognizes the importance of intellectual challenge and personal growth to students’ individual development. Towards this path we provide an administrative body that is professional, courteous and caring to aid you in your transformation from student to practitioner.

I am pleased that you are participating in this journey with us. Welcome again to the AOMA family.

Sincerely,
William R. Morris, PhD, DAOM, LAc
President, AOMA
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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.

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

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

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

1) Collect and analyze diagnostic data, 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.

**DAOM Educational Objectives**
The goals of the DAOM program are to:

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

**DAOM Program Learning Outcomes**
Upon completion of the DAOM program, graduates will be prepared to:

1) Integrate Chinese and biomedical concepts in the provision of comprehensive, evidence-based, patient-centered advanced pain care and its associated psycho-social phenomena.
2) Employ systems-based practice to operate independently and to collaborate with providers of same and other disciplines.
3) Contribute to the knowledge base of the discipline and advanced pain care through the production of systematic inquiry and scholarly publication.
4) Demonstrate appropriate roles and behaviors of professionalism, leadership and teaching in practice.
5) Demonstrate a commitment to lifelong learning.
General Information

Map of Campus

[Diagram of campus showing various buildings and pathways]

Western Trails

D401, D404
Library
Offices
Classrooms
Commons
AOMA Herbal Medicine
Mine-Body Center
Clinic
Administration

West Gate Blvd.
## General Information

### Campus/Clinic Addresses

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<td>Address: 4701 West Gate Blvd.</td>
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<tr>
<td>Address: Austin, TX 78745</td>
</tr>
<tr>
<td>Web site: <a href="http://www.aoma.edu">www.aoma.edu</a></td>
</tr>
<tr>
<td>Phone: 512-454-1188</td>
</tr>
<tr>
<td>Fax: 512-454-7001</td>
</tr>
<tr>
<td>General Email: <a href="mailto:info@aoma.edu">info@aoma.edu</a></td>
</tr>
<tr>
<td><strong>North Clinic</strong></td>
</tr>
<tr>
<td>Address: 2700 W. Anderson Ln., Ste. 512</td>
</tr>
<tr>
<td>Address: Austin, TX 78757</td>
</tr>
<tr>
<td>Web site: <a href="http://www.aoma.edu/patients">www.aoma.edu/patients</a></td>
</tr>
<tr>
<td>Phone: 512-467-0370</td>
</tr>
<tr>
<td>Fax: 512-454-8846</td>
</tr>
<tr>
<td>Email: <a href="mailto:AOMA-clinicstaff@aoma.edu">AOMA-clinicstaff@aoma.edu</a></td>
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<tr>
<td><strong>South Clinic</strong></td>
</tr>
<tr>
<td>Address: 4701 West Gate Blvd, Bldg. A</td>
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<tr>
<td>Address: Austin, TX 78745</td>
</tr>
<tr>
<td>Web site: <a href="http://www.aoma.edu/patients">www.aoma.edu/patients</a></td>
</tr>
<tr>
<td>Phone: 512-693-4373</td>
</tr>
<tr>
<td>Fax: 512-492-3098</td>
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<tr>
<td>Email: <a href="mailto:AOMA-clinicstaff@aoma.edu">AOMA-clinicstaff@aoma.edu</a></td>
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<tr>
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<td>Address: 2700 W. Anderson Ln., Ste. 504</td>
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<tr>
<td>Phone: 512-323-6720</td>
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<td>Fax: 512-454-4042</td>
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<tr>
<td>Email: <a href="mailto:AOMA-ahmstaff@aoma.edu">AOMA-ahmstaff@aoma.edu</a></td>
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<td><strong>AOMA Herbal Medicine South</strong></td>
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<td>Address: Austin, TX 78745</td>
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<td>Web site: <a href="http://www.aoma.edu/store">www.aoma.edu/store</a></td>
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<tr>
<td>Phone: 512-693-4372</td>
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<td>Fax: 512-693-7177</td>
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AOMA Personnel

The President’s Cabinet
President, CEO
William R. Morris, LAc, MSED, MTOM, PhD
DAOM Program Director
John S. Finnell, ND, MSATOM, MPH
MAcOM Program Director
Lesley Hamilton, LAc, MSOM, MACM
VP, Faculty
Qianzhi (Jamie) Wu, MD (China)
VP, Student Services & Operations
Anne Province, MA, MBA

Administrative Staff
Dean of Students & Academic Advisor
Robert Laguna, LAc, MSOM
Academic Advisor/Director of Clinical Ed.
Lesley Hamilton, LAc, MSOM, MACM
Academic Advisor
Kymberlie Landgraf, LAc, MAcOM
Registrar
Kristen Borthwick, BA
Librarian
David York, MLSIS
Clinic and Retail Business Director
Laura Coffey
Clinic Business Coordinator
Stephanee Owenby
Clinic Assistant Manager
Michelle Smith
Compensation and Benefits Coordinator
Kylie Watson
Accounting Assistant
Amber Lawson
Director of Admissions
Justine Meccio, BA
Admissions Coordinator
Jillian Kelble, BS
Director of Financial Aid
Estella Sears, BA
Financial Services Administrator
Nicole Rivera
Academic Coordinator
Heidi Riemer, BA
Director of Student and Career Services
Julia Aziz, LCSW
Director of Community Relations
Sarah Sires Bentley, BA
Director of Information Technology
Mario Castillo
Director of Facilities
Stuart Bailey, MA
Facilities Coordinator
David Surgers
Director of Cont. Ed. & Institutional Effectiveness
Cara Edmond, LMSW

Dean and Academic Department Directors
Dean of Academics
Yuxin He, LAc, MD, PhD (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, MACM
Department of Herbal Studies
Dongxin Ma, LAc, MD, PhD (China)
Department of Research
Yuxing Liu, LAc, MD, PhD (China)
Department of Integral Studies
Amy Neuzil, ND
Accreditation and Affiliations
AOMA is accredited by the Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM) and by the Southern Association of Colleges and Schools Commission on Colleges to award masters and doctoral degrees. AOMA is approved by the Texas and California Acupuncture Boards. The Texas Higher Education Coordinating Board has granted a Certificate of Authorization to AOMA to award the master’s and doctoral degrees. (Please see the inside front cover for the full, legal statements concerning these authorizations.) AOMA’s Asian bodywork therapy courses are approved by the American Organization for Bodywork Therapies of Asia (AOBTA®).

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

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

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

California Option
In order to be eligible to take the California Licensure Examination, graduates who enrolled in the program after January 1, 2005 must also have completed 15 credits in basic sciences, as follows: three credits each in these courses (either as pre-requisite to admission, or as electives prior to graduation) - general biology, chemistry (including organic and biochemistry), general physics (including a survey of biophysics), general psychology, and pathology. The academic advisors maintain a list of courses available at Austin Community College that 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 “T” under the California Option.

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

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

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

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

Student Services Objectives

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

Staff Support

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

Student and Career Services
Julia Aziz, Director of Student and Career Services
512-492-3024
jaziz@aoma.edu
The Director of Student and Career Services provides a supportive and positive presence on campus, while offering AOMA students guidance about a myriad of subjects including career and professional development, school-life balance, peer-to-peer connections, and study abroad opportunities. She manages various aspects of student services including student organizations, brown bag seminars, the China Study Tour, graduation, and career support.

Admissions

Justine Meccio, Director of Admissions
512-492-3017
jmeccio@aoma.edu

Jillian Kelble, Admissions Coordinator
512-492-3013
jkelble@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, facilitates pre-registration advising appointments during the first term, and hosts cohort meetings throughout students’ first year at AOMA. The admissions coordinator also provides students with ID cards and clinic name tags, and maintains information about housing 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

Kymberlie Landgraf, Academic Advisor
512-492-3010
klandgraf@aoma.edu

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

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

Office of the Registrar

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

**Heidi Riemer,** Academic Coordinator  
512-492-3078  
hriemer@aoma.edu

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

Department of Community Relations

**Sarah Bentley,** Director  
512-492-3034  
community@aoma.edu

**Abigail Karp,** Community Class Coordinator  
akarp@aoma.edu

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

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

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

Staff Support

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

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

Nicole Rivera, Financial Services Administrator
512-492-3007
nrivera@aoma.edu or financial.aid@aoma.edu

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

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

Staff Support

Nicole Rivera, Financial Services Administrator
512-492-3007
nrivera@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.
Financial Aid and Financial Services

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.

Allison Nickle, Accounting Assistant
512-492-3018
anickle@aoma.edu

The accounting assistant processes accounts payable, manages vendor accounts and handles reimbursements.

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

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

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

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

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

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

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

Students can arrange appointments with an AOMA tutor by 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 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
Learning Resources

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

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

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

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

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

| National Certification Commission for Acupuncture & Oriental Medicine (NCCAOM) | Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM) |
| 76 South Laura St, Ste 1290 | 8941 Aztec Drive |
| Jacksonville, FL 32202 | Eden Prairie, MN 55347 |
| (904) 598-1005 | (952) 212-2434 |
| www.nccaom.org | www.acaom.org |

| Texas State Board of Acupuncture Examiners (TSBAE) | American Association for Acupuncture and Oriental Medicine (AAAOM) |
| 333 Guadalupe St., Tower 3, Ste 610 | P.O. Box 96503 #44114 |
| Austin, TX 78701 | Washington D.C. 20090-6503 |
| (512) 305-7030 | (866) 455-7999 |
| www.tmb.state.tx.us | www.aaaomonline.org |

| Council of Colleges of Acupuncture and Oriental Medicine (CCAOM) | American Organization for Bodywork Therapies of Asia (AOBTA) |
| | |
Study Spaces
For quiet study, students may access the designated quiet study room located in the library. Additionally, the student lounge is available for individual or group studying 24/7 via 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 a printer networked with the library computers and a copier available for student use. Students pay 10 cents a side for both printing and copying. Copy cards can be purchased at AOMA Herbal Medicine, while payment for the printer is by cash. The new copy machine also has a scanner function that allows users to scan information to an email address without charge.

Library
AOMA maintains a library of books, periodicals, and other media on Eastern and Western medicine. The library holds copies of over 9,000 books, journals, and other media which are available for use. The librarian maintains databases of library books, videos, and journal articles. Currently registered and matriculating students, alumni, faculty, staff, and board members receive circulation privileges without cost. Annual library privileges may be purchased by the general public for $25.

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

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

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

Time allowed for checkout for MAcOM students:

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

Time allowed for checkout for DAOM students:

<table>
<thead>
<tr>
<th>Category</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Books</td>
<td>One interim period following the residency week item was checked out</td>
</tr>
<tr>
<td>Reference Materials</td>
<td>Library use only</td>
</tr>
<tr>
<td>Journals</td>
<td>Library use only</td>
</tr>
<tr>
<td>Audio, video tapes, CDs and DVDs</td>
<td>One interim period following the residency week item was checked out</td>
</tr>
</tbody>
</table>

Overdue materials fine schedule:

<table>
<thead>
<tr>
<th>Category</th>
<th>Fine per Day</th>
</tr>
</thead>
<tbody>
<tr>
<td>Books, audio, video tapes, CDs and DVDs</td>
<td>$0.15 per day</td>
</tr>
</tbody>
</table>

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 bulk and powdered Chinese herbs and prepared herbal formulas. AOMA Herbal Medicine is open during clinic hours. Students receive discounts on bulk herbs, powdered herbs, and patents for their personal use. See store manager for current discount rates. There are no returns on 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 herbal treatments for $15 per visit. Appointments may be scheduled at the North Clinic by calling (512) 467-0370 and at the South Clinic by calling (512) 693-4373. The Student Intern Clinic hours vary from term to term depending on student registration. Students also receive discounts at AOMA Herbal Medicine on raw and powdered herbs for their personal use. See store manager for current discount rates.

Student Health Insurance Options
Special health insurance rates may be available to students through third-party group plans. The following list of possible health insurance providers was updated in March 2014.

| Transamerica Student Security Plan | AOMA students are eligible for this group plan. It offers group limited benefit hospital indemnity insurance. Flexible payment options. Prescription drug discount card. Full-time/part-time students eligible. Coverage can be extended to spouse and dependent children up to age 25. | 1-847-564-3660  
www.ejsmith.com  
E.J. Smith and Associates, Inc.  
899 Skokie Boulevard  
Northbrook, IL  60062 |
|---|---|---|
| Estudent Insurance | Offers a range of plans specifically for students, at affordable rates. | 1-877-758-4941 (toll free)  
1-904-758-4401 (Direct)  
www.estudentinsurance.com  
224 First Street  
Neptune Beach, FL 32233 |
| Texas Medicaid Program | State and Federal cooperative venture providing medical coverage to low-income individuals and families. Includes Children’s Health Insurance Program. | 1-800-252-8263  
www.hhsc.state.tx.us/Help  
Texas Health and Human Services Commission  
Office of the Ombudsman, M C H- 700  
P.O. Box 13247  
Austin, TX 78711 |
| Superior Health Plan | A managed health care company that provides coverage for families who earn too much money to qualify for Medicaid, but not enough to pay for private health insurance. | 1-800-783-5386  
www.superiorhealthplan.com  
National Headquarters  
Centene Corporation  
7711 Carondelet Ave.  
St. Louis, MO 63105 |
| Blue Cross Blue Shield of Texas | Choice of individual & family plans. Offers high deductible and dental coverage options. Long and short term plans available. | 1-972-766-6900 (BCBSTX)  
www.bcbstx.com  
Blue Cross Blue Shield of TX  
1001 E. Lookout Drive |
# Health Resources

| **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  
150 Kirts, Suite B  
Troy, MI 48084 |
|-------------------------|---------------------------------------------------------------------------------|-----------------------------------------------|
| **Ehealth Insurance**   | Offers many options. Online quotes available.                                   | 1-800-299-3116  
www.ehealthinsurance.com |
| **HTH Worldwide**       | Health plans and services for study abroad and international students.         | 1-888-350-2002  
www.hthstudents.com/  
HTH Worldwide  
One Radnor Corporate Center  
Suite 100  
Radnor, PA 19087 |
| **HealthCare.gov**      | Health insurance is now required by the Affordable Care Act. This government website helps individuals get covered and features a Health Insurance Marketplace for comparing plans. | 1-800-318-2596  
https://www.healthcare.gov/ |

## Reduced Cost Healthcare

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

| **Lonestar Circle of Care** | Nonprofit organization operating eight community health clinics for uninsured and underinsured residents in Austin | www.lscctx.org  
1-877-800-5722 |
|-----------------------------|-----------------------------------------------------------------------------------------------------------|-----------------------------|
| **People's Community Clinic** | Affordable western medical services for the Austin community. High demand for services - may not always be accepting new patients. | www.austinpcc.org/  
512-478-4939 |
| **City of Austin Health and Human Services** | The City of Austin’s Division of Health and Human Services offers a variety of programs to improve health and well-being. | www.austintexas.gov/department/health/divisions |
| **Planned Parenthood** | Affordable reproductive healthcare for the Austin community | www.plannedparenthood.org/  
ppaustin  
512-276-8000 |
| **Seton Topfer Community Health Center** | Accessible, comprehensive health services for underserved families in north Austin | www.seton.net/locations/topfer  
512-324-6850 |
| **MedSavers Pharmacy** | Austin Pharmacy serving un/underinsured individuals without prescription drug coverage. | www.medsaversrx.com  
512-465-9292 |
| **Project Access Austin** | Volunteer physician care, health services, and medications assistance for uninsured, low- | www.tcms.com/programs/projectaccess.html |
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

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

The Sol Community Counseling offices are located off of W. 34th St at 3400 Kerbey Lane, and at 3625 Manchaca Road.

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 have either 1) have already received the Hepatitis B vaccine, 2) will receive the vaccine, or 3) decline vaccination for Hepatitis B prevention. All students are given the Hepatitis B vaccination acknowledgment form in their new student packet and must complete the form and submit to the Admissions Office by the first week of classes.

Bacterial Meningitis Vaccination Requirement
AOMA complies with Texas Senate Bill 1107 and the subsequent Senate Bill 62, establishing the requirement for entering students to receive a vaccination for bacterial meningitis or to meet certain criteria for exemption. All entering students who are age 21 years old or younger, including those who have taken a term or more away from school, must submit proof of current vaccination for bacterial meningitis 10 days before the first day of classes.

Evidence that the student has received the initial vaccination or booster dose during the past 5 year period must be submitted to the AOMA Admissions Office in one of the following formats:

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

A student may be exempt from this requirement if:

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

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

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

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

2014 – 2015 ASA Representatives
Co-Presidents: Hannah Rudolph and Diane Stanley
Secretary: Reagan Taylor
Treasurer: Chris Dewey
Events Coordinator: Tracy Sites
Nominated Cohort Representatives: Jessie Healy, Alethea Jones, Greg King, Melanie Spiroff, Anna Carey, Mari Galle, Michelle Gonzales, Paula Bruno, I-Pei Hodge, Keisha McDaniel, Patrick Foye, Jordan Jacobs, Mary Froeba, Natalie Villarreal, and Bret Rogers

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

- All organizations must complete the “Application for Student Organizations” and submit their completed application to the Director of Student and Career 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”
  - A member serving as the head of the organization
  - Defined activities including any use of school resources/property or involvement of school staff
• All organizations receive the benefits outlined in the “Rights of Student Organizations” and must uphold the “Responsibilities of Student Organizations.”

Rights of Student Organizations:
• Recruit members from within the AOMA student body
• Hold meetings on AOMA campus
• Sponsor activities and invite speakers to AOMA campus
• Use the AOMA name properly and appropriately following the guidelines outlined within this manual
• Submit schedule of activities and meetings to the Director of Student and Career 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:
• Student organizations must adhere to all policies established for students as outlined in the Student Manual and the Student Code of Conduct.
• Uphold AOMA’s non-discrimination policy.
• Obtain approval for all events from the Director of Student and Career Services.
• Communicate with the Director of Student and Career Services in a timely and respectful manner regarding all event promotion and publicity, and any changes to the group’s leadership, purpose, or guidelines for membership.
• Respond promptly and respectfully to all inquiries from the AOMA administration.
• Represent the purpose of the organization accurately and ethically in accordance with AOMA’s mission and core values.
• Events and meetings sponsored by student organizations must only be open to AOMA students (and/or staff and faculty), and must be held free of charge to participants.

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

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 the Director of Student & Career Services, Julia Aziz, (jaziz@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, etc.). AOMA also provides a housing forum for AOMA students, alumni, and staff on its LinkedIn group (see below).

For DAOM students not living permanently in Austin, information about short-term housing options is available through the Admissions Office. A listing of students and alumni with space to
rent both long and short-term is also maintained on our LinkedIn group. This group is private for AOMA students, alumni, staff, and faculty (see Subgroup: Student Housing Forum).

http://www.linkedin.com/groups/AOMA-Graduate-School-Integrative-Medicine-2586303/about

AOMA also provides DAOM students with listings of other short-term housing resources and nearby hotels.

**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/bicylemap.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 taiji 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 Student and Career Services. Participation in the China Study Tour may affect a student’s date of graduation and financial aid eligibility. Before signing up, students are strongly encouraged to consult their academic advisor and the Director of Financial Aid.

**Student Identification Cards**

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

**Safety and Security/Emergency Plan**

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

**Student Lounge**

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

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

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

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

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

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

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

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

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

Scope
This policy applies to the following learning contexts:
• All classroom-based settings;
• All clinical settings that are part of the learning program (e.g. community clinics, clinics,
community health centers, AOMA Herbal Medicine, Cureville, etc.;

- Other settings that are not part of the formal learning program, but contribute to the learning process. Examples include: Herb lab, Library, Mind/Body Center, student-run special interest group meetings and activities, clubs and governance structures, informal classes, interactions with AOMA administrators and other members of the campus community, and AOMA-supported events.

**Institutional Responsibilities**

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

**Exemplary behavior (for recognition)**

Incidents of exemplary student professional behavior should be submitted in writing to the Vice President of Student Services. Submissions should include:

- The name of the person involved,
- The name and title of the individual filing the report,
- The time and location of the incident,
- Details outlining why the behavior can be constituted as exemplary,
- The name(s) and contact information of a reference with first-hand knowledge of the achievement.

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

**Outcomes of Exemplary Behavior**

- Noted at the commencement ceremony
- May be noted on the student’s transcript

**Lapses (for remediation or discipline)**

Lapses are viewed first and foremost as an opportunity for education and remediation. The intent is to provide opportunities for students to become conscious of their professional obligations and learn how to alter their behavior accordingly. Whenever possible, consequences should reflect this belief.

Consequences may include, but are not limited to:

- Research and reflection via written submission
- Issuance of apology
Counseling
Mandated meetings with a mentor
Academic penalty
Repetition of a course, term, or internship
Probation, suspension, or expulsion from AOMA
Major or critical lapses resulting in probation, suspension, or expulsion may be reflected in the student's transcript.

Definitions

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

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

- **Critical lapses** - Critical lapses have direct, harmful consequences or are clear breaches of well-recognized standards. They are serious errors that will require immediate action by a supervisor. They are a clear violation of professional conduct.
  - Examples:
    - Student is dishonest either by lying or misrepresenting himself/herself, including instances of academic dishonesty in the course of school-related activities.
    - Student participates in a violent act such as hitting, verbally abusing, or intimidating another person.
    - Student commits sexual harassment.
Student Code of Conduct
AOMA students are expected to conduct themselves in ways that foster AOMA’s fundamental functions of education and public service and uphold AOMA’s core values. As an example, student involvement in AOMA activities outside of the classroom, in student government, and in student organizations is encouraged.

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

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

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

**Due Process--Procedure for Misconduct Allegations (including lapses in professionalism)**

Please refer to the Academic Policies section of this manual for due process related to grade appeals and academic standing.

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

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

**Misconduct Advisory Committee (MAC)**

- **Membership:** Three members from the faculty (one must be a departmental director), two members from the current student body (one must be an ASA member), the Director of Student and Career Services (as non-voting facilitator). All members will be chosen by the VP of Student Services.
- **Meetings:** Convened ad hoc when the necessity arises to process major or critical misconduct allegations. The group may also be asked to review minor lapses.
- **Procedures:**
  - All misconduct must be reported within three months of the event.
  - Misconduct is identified by instructor, supervisor, staff member, patient, or peer.
  - Minor lapse is resolved by the appropriate immediate supervisor (faculty, staff, etc.) and documented using the campus-wide software.
  - Major critical lapse is reported in writing to the VP of Student Services. Student is advised that the incident has been noted and will be reviewed at MAC meeting. The student is sent a copy of the report.
  - Student provides the MAC a written statement of the event within seven AOMA business days.
  - The Vice President of Student Services convenes the MAC within 10 AOMA business days from the report.
  - The student gives testimony as to the allegation of misconduct and provides any and all evidence refuting the allegation. Student may designate one other individual to be present with them and to speak on their behalf at the MAC meeting.
· MAC reviews incident. MAC may adjourn to private session for deliberation. If misconduct is identified, MAC classifies lapse as minor, major, or critical. MAC also determines appropriate consequences and remediation plan.

· When establishing consequences, the MAC must consider the following:
  § Classification of the lapse
  § Whether the student has had previous lapses
  § The level of responsibility shown by the student
  § Extenuating circumstances

· Student is notified in writing of MAC’s decision. All major and critical lapses will also be communicated to the departmental directors. Decisions of the MAC are final.

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

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

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

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

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

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

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

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

**Written Student Complaints**

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

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

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

*Definition of Written Student Complaint:*

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

*Grievance Policies:*

Student Code of Conduct and Professionalism Policy
Sex Discrimination and Sexual Harassment
Intellectual Property Policy
Sexual Misconduct
Faculty/staff/student Consensual Relationships
Grade Appeal Policy and Procedure
Financial Aid Satisfactory Academic Progress Appeal
Student Records and Family Educational Rights and Privacy Act (FERPA)

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

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

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

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

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

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

In the student intern clinic, each student must wear a white lab coat or solid color scrubs and an AOMA issued name tag identifying the student and level of internship (e.g., “Observer” or “Intern”) at all times. Students are expected to keep lab coats and scrubs clean, pressed, and
buttoned. If a lab coat is worn, clothing should be business casual. Jeans, dress jeans, shorts, or over-dyed jeans are not allowed in treatment rooms. Closed-toe shoes must be worn in the clinic at all times. Please refer to the Clinic Manual for the complete clinic dress code.

**Student Technology Use**
To read the full statement of AOMA’s policy regarding student technology use, please see General Appendices—J.

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

For additional information, questions, or clarification, please contact the vice president of 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.

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 avoid parking in these designated spaces. Ample parking is available for all student vehicles in the lots surrounding campus. Additionally, overflow parking for AOMA students, staff, and faculty is available in the church parking lot across West Gate Boulevard from campus. This parking area is available at all times, except Sunday mornings. Students who park in the church lot are asked to park toward the back and to use the crosswalk to access AOMA campus.

Pets and Cell Phones
Pets and animals, other than service animals, are not permitted 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

MAcOM General Information
Each term, MAcOM registration begins with online registration of course and clinical observation rotations according to the dates as listed in the academic calendar through the CAMS student portal. Registration is first available for the most senior students, and then over the next two weeks becomes available to all students by student level. A detailed calendar is available each term on the registrar’s page of the website, student portal, and included within the information emailed to each student outlining when each group may register (fourth year, third, second, first, and non-degree). In-office registration for clinical internship rotations occurs in person with the registrar and other staff during two days as also outlined in the academic calendar. Every student eligible for clinic internship is assigned a day/time for registration based on their total accumulated credits earned. In preparation for registration, each student receives a registration packet listing their assigned time and other information about the upcoming term via email.

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

Late registration is accepted at any time after the end of the official online 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. During online registration, this list is generated automatically through the CAMS system. 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 this 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.

DAOM General Information
The DAOM program consists of eight terms over a two year period. There is one residency week in terms 1 and 5, and two residency weeks, separated by an interim period, in terms 2-4 and 6-8. Students are registered automatically for the next term’s coursework by the registrar and emailed
when this is complete. Academic advising for registration purposes is done with the DAOM program director.

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 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 though the registrar. At this time audits are not able to be registered through the CAMS student portal.

In certain circumstances, an academic advisor may require a student to audit a course in order to fulfill academic requirements or to receive transfer credit. Should an 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. Failed audits affect the GPA as does any other F.

**Directed Study**

A MAcOM 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 Wednesday of registration week and continuing the two weeks following registration, students may adjust their schedule without penalty. The dates for the free add/drop periods are outlined in the academic calendar. During this 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:
Didactic courses, Clinic Theater, & Clinic Obs  Add/Drop fee  $30
All Intern Clinics  Add/Drop fee  $60

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

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

Any student who wishes to add or drop after the official registration period must complete an add/drop form through the finance office 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 courses or clinical rotations being added to one’s schedule, an add fee is charged along with the tuition. In order for an 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 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**
- Through the end of week one of the term: 100% refund of charges*
- Through the end of week two of the term: 75% refund of charges*
- Through the end of week three of the term: 25% refund of charges*
- Through the end of week four of the term: No refund*

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

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

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

DAOM courses dropped during the first residency week of the term will have no transcript entry. DAOM courses dropped after the first residency week will have an entry of WP or WF depending upon the faculty’s decision based on assessment of assignments completed.
Seminar Drop Policy
The add/drop schedule for seminars follows the same schedule assigned for didactic/clinical adds and drops, regardless of when the seminar is held during the term.

Drop Policy for Short Courses
MAcOM short courses are those 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:

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

* The applicable drop fee will be charged. Any course dropped after week three requires approval from an advisor. 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, MAcOM class size ranges from eight to 36 students. DAOM classes are restricted to the size of the cohort. 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 as listed above may be cancelled. Students enrolled in a course that is cancelled will be notified via email and every effort will be made to accommodate students affected by a cancelled course. Students are encouraged to routinely check their course schedules via the student portal.
Policies and Procedures – Financial Services

**MAcOM Tuition**
$219 per credit for didactic coursework
$390 per credit for clinical instruction

**DAOM Tuition**
$400 per credit for didactic coursework and clinical instruction

**MAcOM Program Costs**
The total cost of tuition for the complete program is approximately $53,226. AOMA reserves the right to make tuition adjustments of 4 - 8% per year that reflect changes in the cost of living and cost of education, subject to governing board approval.

**DAOM Program Costs**
The total cost of tuition for the complete program is approximately $30,805. 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): $60
- Part-time surcharge (less than 12 credits per term, excluding summer term-MAcOM only): $20
- Practicum Insurance (per term)*: $75
- Clinic Practical Examination: $40
- 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
- Written Make-up Exam: $40
- Audit: $25/credit
- Returned Check: $25
- Additional Diploma: $40
- Official Transcript: $15
- Tuition Payment Plan Fee**: $50/term
- Late Monthly Payment Fee**: $25
- Late Tuition Payment Fee: 1% of unpaid balance, added monthly

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

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

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

**Billing Procedure**
Upon completion of online registration, each student has access to the invoice of charges for the next term. 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 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 VP of Student Services and Operations for approval. The interest charge for the loan is 1% per month of simple interest or portion thereof starting with the first month, and the loan must be repaid in full by the end of the first week of the term following the term in which the loan was made unless a different payment arrangement is agreed upon by the finance committee. Interest may be waived in the event that the emergency loan being granted is due to a financial aid processing delay and is no fault of the student. An Emergency Loan check may take up to 36 hours for processing before it is available to the student.

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

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

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

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

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

Vocational Rehabilitation Benefits (DARS)
AOMA is an approved provider of training for clients of the Texas Department of Assistive and Rehabilitative Services (DARS). Texas DARS may assist qualified Texas citizens needing rehabilitation training with the cost of education, supplies, and equipment in order to complete AOMA’s graduate program. Students who believe they are eligible for DARS support may contact DARS directly to establish eligibility. For details, please contact the financial services administrator by phone (512-492-3007) or by email (financial.aid@aoma.edu). For more information regarding financial aid policies and procedures, please see AOMA’s Financial Aid Manual.
Active Military Duty
AOMA wishes to provide as much assistance as possible to students who are called to active duty in the United States Armed Services. AOMA recognizes that no policy can anticipate every situation or circumstance that may arise when students or employees are called to active duty on short notice. Nonetheless, the institution is committed to responding to individual situations with sensitivity and in the spirit of justice and charity. Students called for active duty should schedule an appointment with an advisor and, if applicable, the Director of Financial Aid.

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

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

Change of Address/Name
Any change of address or name, due to legal name change, must be submitted in writing to the registrar in order for a student’s record to be updated. Appropriate forms of proof required for name change includes a copy of a marriage certificate, social security card, or decree from a court. Please note that for purposes of Federal Financial Aid, the student should make sure that the name on the FASFA application matches the one on the student’s social security card.

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

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

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

**Directory Information**

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

- Name
- Local address
- Email address
- Telephone numbers

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

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

**Identity Protection & Safeguarding of Computer Records**

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

**Emergency Alert**

During an emergency situation AOMA employs multiple communication methods. Alert notification is provided by campus public address system, email, sms text, and our website. By default all students, faculty and staff are enrolled in the text notification system.

**Inclement Weather Policy**

Because of the difficulty of rescheduling classes, AOMA will make every effort to hold classes as scheduled; however, the administration also tries to use common sense and is concerned for the safety of AOMA’s students, faculty, and staff.

When severe weather is forecasted, the 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
Policies and Procedures – General

notify students, faculty, and staff by verbal announcements on AOMA’s main telephone message at 512-454-1188, text messaging, group email announcements, posting on the Student and Faculty Portals, and by posting the information on the AOMA website and, if possible, on all entry doors on campus. The announcements will include the start time of the closure and the expected return time. All announcements will be kept up-to-date by the senior staff as changes occur. Note: If classes are cancelled earlier in the day but the weather improves, evening classes and clinics may be held.

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

Official Communications
AOMA administration disseminates campus communications via email, campus bulletin boards, AOMA website, and the CAMS student portal. These announcements may include national board examination updates, class schedules, and student services information. Students must 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.
Policies and Procedures – General

Authorized artwork can be obtained by contacting Sarah Bentley, director of community relations at sbentley@aoma.edu, 492-3034.
MAcOM Academic Standing

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

Academic Probation
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 GPA is at or above 2.5 for two long terms, the probation will be lifted. Please Note: A 2.5 GPA must also be maintained during the summer term if a student is placed on probation during a period in which the summer falls. If the student’s grades do not improve over the term, he/she will be placed on academic suspension for the following term. The analysis of the improvement of GPA will be done on core classes in a long term. Core classes are 3-credit didactic courses with a department code of AT, HT, and WS.

Academic Suspension
When a student has not improved his/her GPA, s/he is placed on suspension. A student placed on suspension must sit out at least one full term from their studies. To be considered for readmission, the student must submit a letter of intent to the program director to be considered for readmission. This letter must be submitted at least two months before the start of the term for which readmission is being sought (6 weeks if the suspension is from the spring term and the student seeks readmission for the fall term). The letter should include what the circumstances were leading up to the suspension, what the student has been doing during the suspension, and what will be done if readmitted to ensure success in the program. The student should show evidence of how he/she will be successful in the program if allowed readmission.

The academic council will decide whether to readmit the student and when he/she may begin taking courses again. If approved the student must maintain a GPA at or above 2.5 during the following term and during each of the following four terms in which the student is enrolled or he/she will be dismissed from the program. The academic council may impose other conditions that also must be met. The analysis of the improvement of GPA will be done on core classes in a long term. Core classes are 3-credit didactic courses with a department code of AT, HT, and WS.

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

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

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

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

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

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.

DAOM Academic Progress

DAOM Good Academic Standing
A student must maintain a grade point average (GPA) of at least 3.0 (80%) to be in good academic standing and eligible for graduation. Any failed class (below a 70%) must be repeated for credit and a student may not continue to the next level of coursework having failed the prerequisite. Students should consult the “Course Descriptions” section of the AOMA catalog for prerequisite information. Please note, courses are only offered once a year. Grades will be reviewed by the DAOM program director at the completion of each course. A GPA review will be conducted at the end of every other residency week (weeks 2, 4, 6, 8, 10, 12, and 14).

DAOM Academic Progress
The DAOM program is a two year program, although a learner may take up to four years to complete the program. Academic progress is a combination of good academic standing and timely progression through the program to be able to graduate within the four year limit. If a learner takes longer than four years, she/he may reapply to the program under the then-current catalog.

DAOM Remediation Plan
A student who gets below a B (80%) in any course or clinical rotation will be placed on a remediation plan. A remediation plan will be decided on a case-by-case basis, and may include
additional work. The DAOM program director will work with the faculty member(s) involved to create the remediation plan.

**DAOM Academic Probation**
A student whose grade point average (GPA) falls below 3.0 on any GPA review will be placed on academic probation the following academic quarter. Probation includes a remediation plan. If the student’s grades improve, the remediation plan is completed, and his/her GPA is at or above 3.25 on the next review, the probation will be lifted. If the student’s grades do not improve, or the remediation plan is not completed, he/she will be placed on academic suspension. A GPA review will be conducted at the end of every academic quarter (after residency weeks 1, 3, 5, 7, 8, 10, 12, 14).

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

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

The academic council will decide whether to readmit the student and when he/she may begin taking courses and clinics again. If approved the student must maintain a GPA at or above 3.5 during the following 2-week residency period. The academic council may impose other conditions that also must be met, such as a remediation plan.

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

1) A student who goes on academic probation more than once may be dismissed.
2) A student who fails to satisfactorily complete a remediation plan may be dismissed.
3) A student who breaks the conditions of readmission after suspension may be dismissed.
4) A student may be dismissed or expelled from the program as a result of a decision by a Misconduct Advisory Committee.
5) If a student fails any course two times, including grades of F, AF, and WF, he/she will be dismissed.

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

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

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

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

**Attendance**
Students are expected to attend all scheduled class sessions. Students are expected to be in class on time and remain in class for the full class session. 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**
Due to the nature of the DAOM residency weeks, DAOM students should work with their instructors and DAOM program director if absences become necessary.

A **MAcOM 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 **MAcOM 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 MAcOM 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.

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

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

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

  Blatant Plagiarism: May mean (at the discretion of the professor) failure in the course.

  Unintentional Plagiarism: May (at the discretion of the professor) result in an automatic “F” for the assignment and may require that, in order to receive credit for the course, the student repeat the assignment (without credit) using proper documentation.

  Cheating: May result in an “F” for the assignment. It may also result in failure of the course and any other action deemed appropriate by the professor, department chair, and Program Director.

  Repeated Plagiarism or Cheating: May result in academic suspension.

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

MAcOM Benchmark Exams
Students are required at various points in the program to complete benchmark exams offered in both written and practical formats.
Benchmark Written Exam
This exam is taken at the end of the first year of study to ensure adequate academic progress and is also a requirement for clinical internship. A student may sit for this exam in the term they are completing the prerequisites listed below:

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

Students will register to sit for this written exam through online registration or by contacting the registrar to add them to the roster of individuals testing for the term.

If a student fails this exam at the initial testing, AOMA will provide the student with an analysis of their weaknesses. The student will provide the academic leadership with a proposal of preparation and study 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.

Practical Exams
Students who began clinical internship prior to the fall 2013 term are responsible for two practical exams, one completed within their second year as an intern and then the final exit practical during their last term of studies at AOMA.

**Second Level Practical Exam**
Once a student has accumulated 550 clinic hours, the second-year intern will be tested on his/her clinical skills. This exam is held once a term and students may register during online registration or with the registrar. The exam must be taken in a timely manner (between completion of 500 and 600 hours) and if a student exceeds 765 hours and has not yet passed the second-year practical exam, they will not be allowed to register for clinical rotations until this requirement is complete. Dates and details of practical exams are posted on the AOMA website. The fee is $40 for this exam.

**Exit Practical Exam**
As part of graduation, students are responsible for completing the Exit Practical Exam during their final term, and may only complete this requirement within their final term. This exam is held once a term and students may register during online registration or with the registrar. Dates and details of practical exams are posted on the AOMA website. The fee is $40 for this exam.

Students beginning clinical internship in the fall 2013 term and after are responsible for the following two practical exams:
Level 1 Practical Exam
This practical exam should be taken when a student has completed 144-180 clinical hours as a level 1 intern. This exam is held once a term and students may register during online registration or with the registrar. Completion of this practical exam as well as the co-requisite courses is required prior to becoming a level 2 intern. Students who do not complete this exam upon completion of 180 clinical intern hours will be unable to register for clinical rotations until this requirement is complete.

Level 2 Practical Exam
The level two exam is taken when a student has completed 288-360 clinical hours as a level 2 intern. This exam is held once a term and students may register during online registration or with the registrar. Completion of this practical exam as well as the co-requisite courses is required prior to becoming a level 3 intern. Students who do not complete this exam upon completion of 360 clinical intern hours will be unable to register for clinical rotations until this requirement is complete.

Exit Written Exam
Students are required to complete the comprehensive written exit exam prior to graduation. The comprehensive written exam is offered on the same day as the benchmark examination and should be completed within the last two terms of study. If a student is not successful in passing the exam, he/she must retake the exam and pay a $75 reexamination fee. The first two times a student fails the exam, the procedures outlined above for failing the first-year benchmark exam will be followed. If a student fails the comprehensive written exit exam a third time, the student will be required to take 36 classroom hours of didactic study that directly relate to the area(s) of weakness and follow a tutorial program designed by the academic department. The student must complete these in order to be eligible to retake the exam a third time. There is no limit on retaking the written exit exam.

Course Credit Values
Each didactic credit is equivalent to twelve hours of in-class instruction; each clinical credit is equivalent to twenty-four hours of practical instruction; externship is equivalent to thirty-six hours of practical instruction.

Diplomas
Upon successful completion of all graduation requirements as verified by the registrar, diplomas will be released to graduates usually within two weeks of their graduation date. Graduates will receive notification that diplomas are available via email.

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

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

Please Note: During the summer term, classes usually meet twice a week; this significantly changes the timeline of when exams must be completed.

Written examinations may be completed in the designated testing room from 12:30pm to 2pm Monday through Friday. Final written exams may be completed from 11am to 2pm Monday through Friday. All exams must be completed by 2pm. Exams scheduled during break weeks adhere to the same scheduling procedure as listed below. Students who fail to complete their exam during their scheduled appointment will receive a zero on the examination.

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

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

   **OR**

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

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

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

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

<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. When calculating GPA, only the highest grade for a course is computed in the cumulative GPA. Repeated courses will have a ‘R’ listed next to the original attempt at passing the course. Example:

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Credits</th>
<th>x 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

Clinical Evaluation
Clinical evaluation forms have a five point rating scale:

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

MAcOM graduation minimum and entry into the DAOM is level 3 (competent). It is AOMA’s expectation that DAOM learners will achieve 4 (proficient) level within the second half of the program of study, and exceptional learners may achieve clinical excellence.
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. There is a 30 day limit after the official grade has been posted for this appeal, with the exception of a mathematical error in computation of the grade based on the scores of the assignments, tests, and other components. Faculty are required to keep the grading components for 30 days after completion of the course. Final exams for each course are kept on file in the registrar's office for one year. To appeal, the student must first address their concerns with the faculty member of the course and attempt to resolve the issue at that level. If a satisfactory resolution cannot be reached, the student must submit a written request for appeal with the program director. This request may be filed at any time after course grades are assigned during the term but must be received by the program director no later than five working days from the end of the term. Upon receipt of a written request for appeal, the program director will notify the vice president of faculty and an appeal committee will be empanelled by the vice president of faculty consisting of the vice president, as chair of the committee, and three faculty members. The vice president of faculty will notify the program director, student, and faculty member in writing of the date of the appeal hearing.

Appeal Committee Meeting
A student may bring representation to the appeal committee meeting provided that they have notified the vice president of faculty in advance of their intent to bring representation and of the identity of the representative; however, the chair may decline the participation of a representative if their presence is deemed inappropriate or in violation of FERPA guidelines. The representative may provide advice and counsel to the student, but may not speak unless asked to do so by the appeal
committee. During this meeting the student gives testimony as to the circumstances of the situation and grounds for appeal. At this time, the student will provide any and all evidence substantiating their claim. The faculty member will then provide testimony and materials. The committee may call additional witnesses, question them, and/or request additional materials from any party. Upon conclusion of the hearing the committee will adjourn to private session for deliberation. Decisions are rendered based on a simple majority. In cases of a tie vote, the chair will cast the deciding vote. The chair sends written notification to the program director of the committee’s decision and the program director sends a letter to the student, faculty member, and their department director communicating the decision of the committee. All decisions made by the appeal committee are final and no grade may be officially recorded until the appeal process is completed.

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. If the original course was passed, the original grade will be used in calculating GPA and the repeated grade will be considered an audit grade.

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.

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

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 MAcOM 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 MAcOM 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>Portfolio and Checklist of Procedures and Skills</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Total</td>
<td>200</td>
<td>2,898</td>
</tr>
</tbody>
</table>

*See detailed clinical requirements in Clinic Manual.

Requirements for DAOM students:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Specialty Courses</td>
<td>30</td>
<td>360</td>
</tr>
<tr>
<td>Inquiry Course</td>
<td>6</td>
<td>72</td>
</tr>
<tr>
<td>Professionalism &amp; Leadership, Teaching &amp; Learning</td>
<td>9</td>
<td>108</td>
</tr>
<tr>
<td>Research Project and Presentation</td>
<td>5</td>
<td>60</td>
</tr>
<tr>
<td>Clinical Internship</td>
<td>17</td>
<td>408*</td>
</tr>
<tr>
<td>Clinical Externship</td>
<td>7</td>
<td>252*</td>
</tr>
<tr>
<td>Portfolio</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Total</td>
<td>74</td>
<td>1260</td>
</tr>
</tbody>
</table>

*See detailed clinical requirements in Clinic Manual.

In addition, students must maintain satisfactory conduct and professional clinical performance, successfully complete exit examinations (see below), and fulfill all financial obligations, including library fees, and comprehensive exam fees.
Applying for Graduation, Graduation Certification, and Exit Exams
At least two terms prior to the term in which the MAcOM 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. At least one residency week prior to the residency week in which the DAOM 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 completing this form.

In addition to the Application for Degree, there are several other requirements that must be fulfilled prior to graduation. The first for MAcOM students 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 must complete the practical exit exam during their final term. The practical exit exam is registered for through online registration or by contacting the registrar. DAOM students must complete and present their research projects. All students who are required to complete a Checklist of Procedures and Skills must also submit the complete form to the registrar. All students who must complete a portfolio must have all reviews complete and receive their program director’s final approval of the portfolio.

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 vice president of student services and operations, the librarian, and the registrar. The program director, vice president 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 Student and Career 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 again in 2009.
Job Placement
Upon completion of the program, AOMA does not guarantee employment. The Director of Student and Career Services offers job searching/placement support and acts as a liaison between AOMA alumni and persons seeking licensed acupuncturists for employment. She is also available to both students and alumni for career counseling and resume/cover letter consulting. 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.

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

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

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

Portfolio Requirement
Students enrolling in the MACOM program in the 2011 – 12 catalog year and later and DAOM students 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.

MACOM Portfolio Requirements
Some of the portfolio contents were revised in winter 2014 to response to changes in the clinical education portion of the MACOM program as a result of AOMA’s quality enhancement plan for reaffirmation of accreditation by Southern Association of Colleges and Schools. Students who began internship as level 1 interns in fall 2013 are to follow this revised portfolio packet.

Reflections
A fundamental feature of the clinical education portfolio is the reflection requirement. Researchers identify benefits of reflection for learners such as: increased awareness of different perspectives, depth, and professional expertise.1 Through reflective practice, the student is able to learn about their own personal values and professional attitudes.

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

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

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

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 on-going training and dialogue on topics of professionalism, ethics, interpersonal communication skills, patient-centered care and cultural competency, evidenced-based practice, self-reflection, self-improvement, and life-long learning.

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

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

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

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

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

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

Advance Clinical Rotations Reflections
Students who began internship under the 2014 QEP advance through three levels of internship. In Level 3, interns complete two advanced level rotations of their choice (refer to Level 3 Checklist of Procedures and Skills). Students must reflect on each of these rotations and how they [may] have prepared them for professional practice. These rotation offerings may vary, but include integrative clinical settings, specialty practice, and fast-paced practice.

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

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

Professional Development
Students are to create a resume or CV. In addition, students are to select a minimum of four (4) other examples of professional development. 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 the 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 academic advisors. Final portfolio reviews will be done by the MAcOM program director.

<table>
<thead>
<tr>
<th>Review</th>
<th>Timing</th>
<th>Content Expectation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Formative Review</td>
<td>During the term prior to internship</td>
<td>5 Observation SOAP notes with written reflections</td>
</tr>
<tr>
<td>2nd Formative Review</td>
<td>During term of level 1 practical exam (usually 2nd term of internship).</td>
<td>At least two internship SOAP notes with reflections, thinking about what course work might be included, draft of CV, 1 self-reflection and learning goals, and at least 1 intern meeting reflection. Completion of level 1 checklist.</td>
</tr>
<tr>
<td>3rd Formative Review*</td>
<td>During the term of level 2 practical exam (usually ~3 terms before graduation).</td>
<td>At least 1 internship SOAP and reflection, one 3-sets-of-3 patient visit SOAPS with reflection, reflection on level 1 practical exam, deciding most coursework to be included, additions of professional development to CV, 2-3 self-reflections and learning goals, and 2-3 intern meeting reflections.</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.</td>
<td>Completion of entire portfolio.</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.”

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.

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

<table>
<thead>
<tr>
<th>Portfolio Contents Checklist</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Intern / Observer Meetings</strong></td>
<td>5 reflections, commitments to act.</td>
</tr>
<tr>
<td><strong>Procedural Checklists</strong></td>
<td>Completion of checklist(s) — for students beginning QEP internship FA-13 and later have three checklists — one for each level of internship plus a checklist for level 3 herbalist.</td>
</tr>
<tr>
<td><strong>2nd Year Practicum</strong></td>
<td>Reflection after completion</td>
</tr>
<tr>
<td><strong>3rd Year Exit Practicum</strong></td>
<td>Reflection after completion</td>
</tr>
<tr>
<td><strong>10 Observation SOAPS and reflections</strong></td>
<td>5 pre-internship SOAPS with reflections (level 1)</td>
</tr>
<tr>
<td><strong>18 Treatment SOAPS and reflections</strong></td>
<td>5 patient SOAPS with reflections (minimum of 2 patients that are new to the AOMA clinics).</td>
</tr>
<tr>
<td><strong>Advanced Clinical Rotations Reflections</strong></td>
<td>QEP Level 3 interns complete two advanced level rotations (refer to Level 2 Checklist of Procedures and Skills). Students must reflect on each of these rotations and how they [may] have prepared them for professional practice.</td>
</tr>
<tr>
<td><strong>Formative Self-reflections and Learning Goals</strong></td>
<td>5 evaluation forms to include self-reflection of strengths and weaknesses, and self-identified learning goals (minimum of 1 at level of internship [1-3]), and commitment to act.</td>
</tr>
<tr>
<td><strong>Coursework</strong></td>
<td>Student to select five pieces of course work with explanation of why chosen. Essays, business plan, research papers, case presentations, etc.</td>
</tr>
<tr>
<td><strong>Professional Development</strong></td>
<td>CV or resume (required); Student to select a minimum of 5: Certificates of completion/achievement from non-curricular training (informal series, seminars, symposium, etc); Professional memberships; Attendance to Staiel National Meetings, etc; Tutor in AOMA Tutoring Program, active in ASA or Clinic Leadership Team, Mentoring, etc.; Volunteer work at Health Fairs, Great American Smoke-out, etc.</td>
</tr>
<tr>
<td><strong>Formative</strong></td>
<td>Formative Academic Evaluation (date and initials)</td>
</tr>
<tr>
<td><strong>Personal Final Review and Reflective Reflection</strong></td>
<td>Retrospective reflection on growth, transformation, strengths and weaknesses, commitments to act.</td>
</tr>
<tr>
<td><strong>Summative Review</strong></td>
<td>Final Academic Evaluation (date and signature)</td>
</tr>
</tbody>
</table>
**DAOM Portfolio Requirements**

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

**Reflections**

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

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

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

**How to Reflect**

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

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.

**Portfolio Contents**

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

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Residency Focus Group and Reflections
The residency focus groups are scheduled at the close of each residency week to provide regular communication between program leadership and residents and to ensure on-going training and dialogue on topics of professionalism, ethics, interpersonal communication skills, patient-centered care and cultural competency, evidenced-based practice, self-reflection, self-improvement, and lifelong learning.

Over the course of 14 residency weeks, residents would be required to produce an artifact from at least 5 of these sessions. Each residency focus group has a portion of the agenda devoted to communication, emerging issues, and needs within the program. Each residency focus group would generate a specific reflective portfolio item worthy of self-reflection, such as a commitment to act, a learning plan, or other such artifact appropriate for the topic.

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

Case Reviews and Presentations
In the second year of the program, students will enroll in case review (weeks 8-13). Residents will complete and present two case presentations from their internship or externship clinical experience. The case presentations would represent a complex clinical case inclusive of advanced assessment and treatment techniques, longitudinal collection of patient centered outcomes, integrative management of care and assessment of patient-centered outcomes. HIPAA compliance is an absolute requirement. The case presentation slides will be included in the portfolio.

Objective Structured Clinical Exam (OSCE) and Reflections
Doctoral Residents take the Objective Structured Clinical Exam (OSCE), during week 8 and 11 and take the exit OSCE exam week 13 of the program. This portfolio requirement is to record your exam scores and write a one page reflection for each OSCE exam on what the intern learned and commitment to improve as a result of the exam. This portfolio requirement also includes the learner’s experience and reflections from the supervision of two (2) OSCE exams for Master’s level learners.

Patient Surveys
Residents will receive each term some patient surveys to hand to patients after treatment visits. Residents are responsible for handing out the surveys to their patients. These surveys are for patients to provide feedback anonymously about the resident and the treatment visit. Patient surveys are processed at the end of each term, and residents 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 resident 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 a resident is enrolled.

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

- Teaching and Leadership curriculum (2), such as Philosophy of Teaching, Legislative Initiative
Inquiry curriculum (3), including 1) Research Abstract, 2) Final Research Proposal, and 3) Research Manuscript

Specialty Courses in Pain (3), including 1) Oriental Medicine focus, 2) Western Biomedicine focus, and 3) Integrative Medicine focus

Integrative Case and Practice Management (1) and Ethics (essay) (1)

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

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

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

Formative and Summative Portfolio Reviews and Evaluation
Formative portfolio reviews will be conducted to assess progress of content and depth of reflection. These will be conducted by the DAOM program director, the director of clinical education, and/or other designees. Academic advisors and the academic coordinator will have a list of who can review portfolios.

- Formative: week 8.
- A student may elect to have additional formative reviews throughout the program.

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

“Reflective capacity is deemed an essential component of professionally competent practice.”

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)

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5. Transformative learning: exceptional (excellent; superior; very good of its kind)

After successful completion of the portfolio, the portfolio checklist is signed by the reviewer and handed in to the registrar for the student’s academic records.

*Portfolio Maintenance*

Students are required to maintain their portfolio themselves using WordPress. Students will be given trainings in using WordPress. Additional support is available by contacting the director of Instructional Effectiveness (ie@aoma.edu).

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.

*Portfolio Documents*

These documents begin on the following pages. They are also accessible from the aoma.edu website.
Policies and Procedures – Academic

DAOM Portfolio Checklist

<table>
<thead>
<tr>
<th>Name:</th>
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<table>
<thead>
<tr>
<th>Intern / Observer Meetings</th>
<th>5 reflections, commitments to act.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Procedural Checklist</td>
<td>Completion of checklist</td>
</tr>
<tr>
<td>Week 8</td>
<td>Score &amp; reflection after completion</td>
</tr>
<tr>
<td>Week 14</td>
<td>Score &amp; reflection after completion</td>
</tr>
<tr>
<td>5 Residency Focus Group and Reflections</td>
<td>5 reflections from 5 of 14 residency focus groups to include self-reflection of strengths and weaknesses, self-identified learning goals</td>
</tr>
<tr>
<td>2 Case Reviews and Presentations</td>
<td>2 advanced case reviews and presentations</td>
</tr>
<tr>
<td>OSCE and Reflections</td>
<td>3 OSCE exams, and Supervision of 2 OSCE for Master’s Program</td>
</tr>
<tr>
<td>Patient Surveys and reflections</td>
<td>Cumulative Overviews: Student to select 5 sets of processed surveys (1 set a term).</td>
</tr>
<tr>
<td></td>
<td>Reflection on patient feedback, commitments to act.</td>
</tr>
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<td>Coursework</td>
<td>Student to select ten (10) pieces of course work with explanation of why chosen.</td>
</tr>
<tr>
<td></td>
<td>• Teaching and Leadership curriculum (2)</td>
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</tr>
<tr>
<td></td>
<td>• Integrative Case and Practice Management (1)</td>
</tr>
<tr>
<td></td>
<td>• Ethics (essay) (1)</td>
</tr>
<tr>
<td>Professional Development</td>
<td>CV or resume (required)</td>
</tr>
<tr>
<td></td>
<td>Student to select a minimum of 5: Certificates of completion/achievement from non-curricular training (HSR training)</td>
</tr>
<tr>
<td></td>
<td>Professional memberships</td>
</tr>
<tr>
<td></td>
<td>Attendance to Research Meetings/Conferences</td>
</tr>
<tr>
<td></td>
<td>Volunteer work at Health Fairs, Great American Smoke-out, etc.</td>
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<tr>
<td>Personal Final Review and Retrospective Reflection</td>
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<td>Summative Review</td>
<td>Final Academic Evaluation (date and signature)</td>
</tr>
</tbody>
</table>

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. The DAOM program must be completed within four calendar years from the date of enrollment, three years if receiving financial aid.
Readmission Policy
Any student in withdrawn status must complete the formal application process and meet all requirements for admission and graduation that are in place at the time of the readmission. In addition, the student will be required to meet with an academic advisor before returning to the program.

MAcOM 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 withdrawn from courses for the term through completion of the withdrawal form. Failure to do so will result in the student being administratively withdrawn for the term and ultimately the program if one year of inactivity passes.

A degree seeking student is a full-time or part-time student who has been accepted and matriculated into the program. A non-degree seeking student is a student who has been accepted for admission but is not seeking 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 wishes 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. For further details outlining AOMA’s full policy on student review of educational records and FERPA, please see General Appendices—F.

Transcripts
Students and graduates may obtain unofficial copies of transcripts through the CAMS student portal or, at no cost, 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. Transcript fees may also now be paid through aoma.edu. 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
Transfer credit is granted only from regionally or ACAOM accredited schools. Official transcripts of all previously completed work must be submitted to the admissions office prior to enrollment or submitted immediately upon completion of coursework taken concurrently while attending courses at AOMA to the registrar’s office. Many factors are taken into consideration when granting transfer credits, including, but not limited to: the institution where credit was earned, course length, content and requirements, length of time since work was completed, and grade received. All of a student’s previous coursework is comprehensively evaluated by AOMA’s transfer advisor. During this evaluation, the transfer advisor determines whether the subject matter of the course(s) previously taken by the student is substantially the same as the subject matter of any course(s) contained in the student’s eligible program of study at the school. If the school determines that the subject matter of any of the student’s prior course(s) is substantially the same as the subject matter of any course(s) in the student’s eligible program of study at the school, the school will grant the student credit for such prior course(s). As a result of this evaluation, the transfer advisor determines the specific course and clinic requirements the student must complete during his/her course of study at AOMA. This evaluation will be completed within seven (7) days of receipt of the official transcript(s and the student will be given a written copy of the evaluation of transfer credits.

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

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

Withdrawal
If the situation occurs wherein a student must take a leave from their studies, a student may withdraw from their registered courses by submitting a withdrawal form to the registrar. It is recommended that a MAcOM student meet with an academic advisor, and a DAOM student meet with the DAOM program director, prior to submitting this form in order to anticipate how the leave will impact the remainder of their coursework.
Upon withdrawing from a registered term, a student has a maximum of one year from the last date of attendance to reenroll. If a student does not register for courses within one year, the student is withdrawn from the program. Any student in withdrawn status wishing to re-enroll must complete the formal application process and meet all requirements for admission and graduation that are in place at the time of the readmission.

Withdrawal from the program follows the same procedure as listed above.
Withdrawal status will impact both financial aid eligibility and/or repayment requirements. For students who withdraw from the program, and are not receiving financial aid, refunds will be based on the date of the last class attended. Refunds will not include the initial application fee. If the student is on a payment plan, the student will be held responsible for money owed at the time of withdrawal.

Refunds
For students who are not receiving federal financial aid, the following refund schedule applies:

- Withdrawal through week one: 100% tuition refund + additional $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.

For students on financial aid, AOMA follows the Return to Title IV provisions of the Financial Aid Handbook.
Clinical Studies Statement of Purpose
The student intern clinic system of AOMA offers a variety of settings in which students can experience and learn the clinical practice of Oriental medicine under the guidance of a licensed clinical supervisor.

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

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

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

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

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

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

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

**DAOM Externship Goals**
- To provide advanced clinical experiences in the care and management of pain and associated psychosocial phenomena.
- To practice in a variety of clinical experiences in collaborative settings for both pain and psychosocial care.
- To develop collaborative relationships with a variety of healthcare professionals within learner’s community of practice for the care of pain and associated psychosocial phenomena.
- To integrate TCM principles and practices with other medical modalities.
On-time Completion Rate
85% of AOMA students who graduated between July 1, 2012 and June 30, 2013 completed the program within four years and three months. The program can be completed at an accelerated pace of three years and three months, or a full-time pace of four years and three months. A small percentage of AOMA students complete the program at a part-time pace, graduating in six years.

Median Loan Debt:
For AOMA students who graduated between July 1, 2012 and June 30, 2013 and who received financial aid, the median Title IV loan debt was $91,078. AOMA encourages students to work while enrolled and to be knowledgeable of their Title IV loan debt obligations and repayment options upon graduation or ceasing of enrollment. Financial literacy education is available through the Financial Aid Office at all stages of enrollment during students’ program of study. AOMA does not offer institutional loans for tuition or private educational loans.

Occupation
AOMA prepares students to work as acupuncturists (Standard Occupational Classification #29-1199.01)

Placement Rate
Based on the 2013 Biennial Alumni Survey, 94% of graduates are currently working in the field of acupuncture. (Placement rates are calculated in accordance with standards established by the Accreditation Commission for Acupuncture and Oriental Medicine.)
<table>
<thead>
<tr>
<th>Spring 2014</th>
<th>Winter 2015</th>
<th>Fall 2015</th>
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</thead>
<tbody>
<tr>
<td>Apr 5 – 13 Winter/Spring intermission</td>
<td>Dec 20 – Jan 4 Winter break</td>
<td>Sept 12 – 20 Summer/Fall intermission</td>
</tr>
<tr>
<td>Apr 9 – 15 DAOM Residency Week</td>
<td>Jan 2 – 3 New student orientation</td>
<td>Sept 16 – 22 DAOM Residency Week</td>
</tr>
<tr>
<td>Apr 10 New student orientation (transfer students)</td>
<td>Jan 5 First day of class</td>
<td>Sept 18 – 19 New student orientation</td>
</tr>
<tr>
<td>Apr 14 First day of class</td>
<td>Jan 7 – 13 DAOM Residency Week</td>
<td>Sept 21 First day of class</td>
</tr>
<tr>
<td>Apr 18 Graduation applications due</td>
<td>Jan 9 Graduation applications due</td>
<td>Sept 25 Graduation applications due</td>
</tr>
<tr>
<td>May 23 Summer term graduate program</td>
<td>Feb 16 Spring term graduate program</td>
<td>Oct 26 Online Registration for WI16</td>
</tr>
<tr>
<td>application deadline</td>
<td>application deadline</td>
<td>Nov 2 – 3 Winter ’16 In Office registration</td>
</tr>
<tr>
<td>May 24 – Jun 1 Mid-term break</td>
<td>Feb 14 – 22 Mid-term break</td>
<td>Nov 4 – 10 DAOM Residency Week</td>
</tr>
<tr>
<td>May 28 – Jun 3 DAOM Residency Week</td>
<td>Feb 18 – 24 DAOM Residency Week</td>
<td>Nov 4 Add/drop period begins</td>
</tr>
<tr>
<td>Jun 1 OSCE practical exams</td>
<td>Feb 22 OSCE practical exams</td>
<td>Nov 7 Winter term graduate program</td>
</tr>
<tr>
<td>June 2 – 4 Summer registration</td>
<td>Feb 23 – 25 Spring registration</td>
<td>application deadline</td>
</tr>
<tr>
<td>June 6 Add/drop period begins</td>
<td>Feb 27 Add/drop period begins</td>
<td>Nov 8 Practical exams</td>
</tr>
<tr>
<td>June 20 End of free add/drop period</td>
<td>Mar 13 End of free add/drop period</td>
<td>Nov 20 End of free add/drop period</td>
</tr>
<tr>
<td>June 28 First-Year Benchmark &amp; Exit written exams</td>
<td>Mar 21 First-Year Benchmark &amp; Exit written exams</td>
<td>Nov 21 - 29 Thanksgiving break</td>
</tr>
<tr>
<td>July 11 Last day of class</td>
<td>Apr 3 Last day of class</td>
<td>Dec 5 Benchmark &amp; Exit written exams</td>
</tr>
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<td>Dec 18 Last day of class</td>
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<th>Summer 2014</th>
<th>Spring 2015</th>
<th>Fall 2015</th>
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<tbody>
<tr>
<td>July 16 – 22 DAOM Residency Week</td>
<td>Apr 8 – 14 DAOM Residency Week</td>
<td>Jan 2 – 3 New student orientation</td>
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<tr>
<td>July 17 – 18 New student orientation</td>
<td>Apr 10 New student orientation</td>
<td>Jan 4 First day of class</td>
</tr>
<tr>
<td>July 21 First day of class</td>
<td>(transfer students)</td>
<td>Jan 6 – 12 DAOM Residency Week</td>
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<tr>
<td>July 25 Fall term graduate program</td>
<td>Apr 13 First day of class</td>
<td>Jan 8 Graduation applications due</td>
</tr>
<tr>
<td>application deadline</td>
<td>Apr 17 Graduation applications due</td>
<td>Feb 8 Online Registration for SP16</td>
</tr>
<tr>
<td>July 25 Graduation applications due</td>
<td>May 18 Online Registration for SU15</td>
<td>Feb 16 Spring term graduate program</td>
</tr>
<tr>
<td>Aug 11 – 13 Fall registration</td>
<td>May 23 Summer term graduate program</td>
<td>application deadline</td>
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<tr>
<td>Aug 15 Add/drop period begins</td>
<td>application deadline</td>
<td>Feb 13 – 21 Mid-term break</td>
</tr>
<tr>
<td>Aug 23 First-Year Benchmark &amp; Exit</td>
<td>May 23 – 31 Mid-term break</td>
<td>Feb 21 Practical exams</td>
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<tr>
<td>written exams</td>
<td>May 31 Practical exams</td>
<td>Feb 17 – 23 DAOM Residency Week</td>
</tr>
<tr>
<td>Aug 29 End of free add/drop period</td>
<td>May 27 – Jun 2 DAOM Residency Week</td>
<td>Feb 22 – 23 Spring 16 In Office registration</td>
</tr>
<tr>
<td>Sept 12 Last day of class</td>
<td>June 1 – 2 Summer 15 In Office registration</td>
<td>Feb 24 Add/drop period begins</td>
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</tbody>
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**July 19 Practical Exams – Date Change!**

| July 20 First day of class |
| July 25 Fall term graduate program application deadline |
| July 24 Graduation applications due |
| Aug 3 Online Registration for FA15 |
| Aug 10 – 11 Fall 15 In Office registration |
| Aug 12 Add/drop period begins |
| Aug 22 Benchmark & Exit written exams |
| Aug 28 End of free add/drop period |
| Sept 11 Last day of class |
The Academic Year
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.

Part-time vs. Full-time Study
Certain classes are offered only in the daytime, on the weekend, or in the evening, and students should plan accordingly. Students should also be aware that the program must be completed within eight calendar years of initial enrollment and within six years if the student is on federal financial aid.