



American Academy of Health and Wellness

Doctor of Acupuncture and Oriental Medicine Program Catalog

1/01/2026 - 12/31/2027

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Perspective — The Future of Chinese Medicine in the United States



The ancient Chinese arts of healing are finding new life in the 21st century. My area of interest is the acceptance and integration of traditional Chinese medicine into mainstream medical practice in the US. From my perspective, the trend for medicine in America is moving steadily toward integrative medicine. More and more, acupuncture and traditional Chinese medicine are being recognized as an effective medical modality, both as an adjunct to Western medicine and as stand-alone therapy for many medical conditions. As traditional Chinese medicine gains acceptance and credibility in the US, it is vital that acupuncturists broaden their understanding of TCM, upgrade their clinical skills, and follow the highest standards of current medical practice. Increased levels of professionalism in our field will gain the respect of the Western medical community and enable TCM practitioners to more effectively offer their patients the wealth of knowledge inherent in a three-thousand-year-old medical system.



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

Xiping Zhou, MD (China), LAc

President, AAHW



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AAHW is a truly unique institution...

Outstanding features of AAHW's doctoral program include:

Faculty. Our faculty members constitute one of our strongest distinctions. The majority of instructors in AAHW's doctoral program hold Ph.D. degrees in traditional Chinese medicine from Chinese universities, and many of them have done post-doctoral work in their area of focus. Faculty members serve as advisors to doctoral candidates in their specialty area, and develop a close collegial relationship with their advisees. Collectively, AAHW faculty members hold the largest number of graduate TCM degrees of any TCM school in the US, and represent decades of experience as practitioners of TCM. Each faculty member has an extensive publication list of research papers and textbook contributions.

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

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



Introduction to AAHW

Institutional Statement of Purpose:

The American Academy of Health and Wellness provides exceptional education and development opportunities for the next generation of East Asian medicine practitioners. Our programs prepare students for careers of lifelong learning and professional advancement, enabling them to transmit the benefits of East Asian medicine to the wider community.

DAOM Program Mission Statement:

The Doctor of Acupuncture and Oriental Medicine program of the American Academy of Health and Wellness has the primary goal of providing advanced training for qualified practitioners of East Asian medicine. An integrated approach to healing is central to our program. Graduates learn to combine advanced knowledge of classical and contemporary Chinese/East Asian medicine with an educated understanding of the Western medical approach to disease, enhancing their ability to practice as independent healthcare providers in a variety of healthcare settings.

DAOM Program Learning Objectives:

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

1. Doctoral candidates will exhibit advanced-level understanding of East Asian medicine (EAM) theory and principles, and apply their understanding to the five specialty areas covered in the program curriculum.
2. Doctoral candidates will demonstrate familiarity with classical Chinese texts, as well as the cultural and historical context in which they were developed.
3. Doctoral candidates will become familiar with the methodology of clinical studies, including procedures for gathering and analyzing data, scientific terminology, and formats used to report findings.
4. Doctoral candidates will apply their understanding of EAM theory and principles and their skills in research methodology to the successful completion of their “capstone” research project.
5. Doctoral candidates will demonstrate the ability to provide both an EAM diagnostic assessment and a Western medicine diagnostic understanding of health conditions and disease patterns, as they apply to the five specialty areas covered in the program curriculum.
6. Doctoral candidates will construct treatment plans based on in-depth knowledge of EAM principles as well as the established Western medical approach to the patients’ health issues, keeping in mind the program’s purpose of an integrated approach to healing.
7. Doctoral candidates will demonstrate advanced clinical practice skills in the areas of diagnosis, needling, and herbal prescriptions.
8. Doctoral candidates will learn to collaborate effectively as they work and communicate with their research project advisors, with other healthcare professionals, and as teachers or supervisors of master’s-level students.



DAOM Program Goals:

1. At every stage of patient diagnosis and treatment, doctoral candidates will display advanced-level skills and understanding beyond that of entry-level master's degree or professional doctoral degree programs.
2. Program graduates will experience enhanced professional success as they apply in-depth understanding of EAM principles and cutting-edge treatment techniques to their patients' health concerns.
3. Program graduates' ability to integrate EAM and Western approaches to health conditions enable them to practice effectively in mainstream settings such as hospitals and specialty clinics.
4. Program graduates' research skills and exposure to a variety of EAM practitioners encourage participation in the wider EAM community and the incentive to support that community through teaching, publications, or other forms of engagement.



Location

The American Academy of Health and Wellness is located at 2277 Highway 36 West, Suite 300, Roseville, MN 55113. We are conveniently near the junction of I-35W and Highway 36.

The building has surrounding free parking spaces to accommodate AAHW's students, faculty members, and clinic patients. Other building amenities include conference rooms and a kitchen area. Our campus facilities include two classrooms, a student clinic with five patient treatment rooms, an herbal pharmacy carrying a selection of traditional Chinese herbs and formulas, a student lounge, library, and administrative offices.

History of AAHW

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

State Registration and Approval

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

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

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



National Accreditation

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

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

The programs listed above may offer courses via distance education.

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

Accreditation status and notes may be viewed on the [ACAHM Directory](#)

ACAHM is recognized by the United States Department of Education as the specialized accreditation agency for institutions/programs preparing acupuncture practitioners. ACAHM is located at 500 Lake Street Suite 204, Excelsior, Minnesota 55331; phone 952/212-2434; <https://acaahm.org>

Public Disclosure Statement Effective as of 27 June 2025.

AAHW posts information regarding its current accreditation status on its website at: www.aahw.edu.

Minnesota License & Requirements for Practice

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

Institutional Self-Evaluation

The Academy engages key stakeholders on an ongoing basis to assess the impact and effectiveness of its programs. Students, staff, faculty members, alumni, and governing board members are surveyed annually for their feedback on student satisfaction, faculty and administrative performance, curriculum relevance, overall governance, and recommendations for improvement. Employers are contacted for reviews of graduates they have hired. In addition to the annual survey, students submit anonymous evaluations to school administration for each course they attend. All survey data is reviewed by members of the Academy's Program Assessment Committee, which holds regular meetings to consider improvements and/or changes to school programs. Faculty members and administrative staff are encouraged to share their experiences and suggestions at regular meetings. The Academy monitors master's degree graduates' performance on the national board tests in acupuncture/Oriental medicine to ensure that students are graduating with the knowledge and skills they need to achieve professional success.



Doctoral Degree Program in Acupuncture & Oriental Medicine

Program Description

The Doctor of Acupuncture and Oriental Medicine (DAOM) program consists of 62 semester credits. Completion of the program includes 540 didactic hours of classroom instruction and individual contact with instructors, 660 hours of clinical practice, and 60 hours of capstone project research.

The core of the DAOM curriculum is the in-depth study of five TCM specialty areas: TCM Neurology, TCM Gynecology, TCM Orthopedics, TCM Oncology, and TCM Psychiatry. For each TCM specialty area there are 60 hours of in-depth instruction, with a focus on integrating TCM understanding and Western scientific knowledge of the field. Classical and modern TCM sources pertaining to each specialty are studied, and the latest scientific studies and clinical trials based on the Western medical paradigm are presented. Each of the five specialty areas is taught by a faculty member who is a trained specialist in that field.

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

Candidates' clinical practicum work is focused on the five TCM specialty areas. Candidates should select case studies and clinical experiences that widen and reinforce their knowledge of each specialty area. The required 660 hours of clinical training are completed at clinic locations designated by AAHW. Some or all of the requirements to supervise student interns may be fulfilled in AAHW's student clinic. Candidates actively manage their practice in relation to patent assessment, Chinese medicine diagnosis, clinical intervention, consultation with advisors, and collaboration with other practitioners and health care professionals. The DAOM program coordinator assists candidates to schedule clinical practicum hours and contact time with advisors.

Candidates will complete a culminating research paper, or "capstone project," focusing on one of the five program specialty areas. The capstone project is based on a review of applicable research literature, and informed by data gathered by candidates in the course of their clinical work. After the written research paper is reviewed by the candidate's advisor, candidates will conduct an oral presentation of their paper before a three-member Dissertation Committee as a condition of graduation. Candidates should begin to consider possible topics for their capstone project as they attend seminars, and should choose a topic and an advisor and begin working on their paper no later than 18 months into the program.

Hybrid Program Format: AAHW's DAOM program offers a flexible format which combines distance learning with in-person experience. Most seminars are presented online, using a combination of lecture, demonstration, and course handouts. However, seminars requiring "hands-on" participation by candidates will be held on-campus. Online seminars are synchronous, requiring attendance in real time. All clinical practicum hours involving clinic participation require in-person attendance.



Distance learning uses the technology of Google Classroom for lectures, demonstrations, presentations, and written course materials. For test-taking with Google Classroom, instructors monitor candidates in real-time, and tests are composed and submitted via email or text. To monitor attendance accurately, candidates are required to maintain a visible presence during online lectures and demonstrations, and are expected to engage with the instructor and classmates during class discussions.

Google Classroom is a dynamic virtual environment where candidates engage actively with course content. Built-in assessment tools enable instructors to administer assignments and exams digitally, ensuring that learning outcomes are assessed accurately and efficiently. In combination with AAHW's online administrative platform, Orbund, Google Classroom enables candidates to track their progress on an ongoing basis.

Candidates are required to furnish the equipment which enables them to access Google Classroom – essentially a computer with visual and audio capabilities. Candidates are provided with access to Google Classroom and Orbund, and receive orientation materials for these platforms.

Program Length

The doctoral program is structured to be completed in twenty months of full-time attendance, with a maximum allowed time of forty months to complete all components of the program. The start date of the program for each candidate is the first day of the first seminar attended. Candidates attend nineteen academic seminars. Seminars may be scheduled as back-to-back seminars every other month, or individually on a monthly basis, depending on instructor availability. Curriculum seminars are presented on a “rolling” basis, so candidates may join the program at any time. Once they have entered the seminar cycle, candidates are expected to attend all required seminars, as scheduled, until they have completed the 19-seminar cycle. Candidates are expected to begin engagement with their clinical practicum requirements soon after beginning the program, rather than waiting until they have attended all the seminars.



DAOM Program Curriculum Outline

Curriculum Outline for the **Doctor of Acupuncture & Oriental Medicine Degree Program**

First Year

First Trimester

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

Second Trimester

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

Third Trimester

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



Doctoral Program Course Descriptions

Course Descriptions

5101 Yellow Emperor's Classic of Internal Medicine

2 credits/30 hours

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

5102 Integrative Neurology I

2 credits/30 hours

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

5103 Clinical Research Methodology

1 credit/15 hours

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

5105 Integrative Neurology II

2 credits/30 hours

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



Doctoral Program in Acupuncture & Oriental Medicine

Course Descriptions

5201 Treatise on Febrile Disease

2 credits/30 hours

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

5202 Integrative Gynecology I

2 credits/30 hours

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

5203 Clinical Research Paper Writing

1 credit/15 hours

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

5205 Integrative Gynecology II

2 credits/30 hours

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



Course Descriptions

5301 Differentiation of Warm Diseases

2 credits/30 hours

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

5302 Integrative Psychiatry I

2 credits/30 hours

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

5303 Advanced Acupuncture Techniques

2 credits/30 hours

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

5305 Integrative Psychiatry II

2 credits/30 hours

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



Course Descriptions

5401 Acupuncture Classics and Styles

2 credits/30 hours

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

5402 Integrative Oncology I

2 credits/30 hours

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

5403 Scientific Acupuncture

2 credit/30 hours

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

5405 Integrative Oncology II

2 credits/30 hours

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



Course Descriptions

5501 Synopsis of the Golden Cabinet

2 credits/30 hours

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

5502 Integrative Orthopedics I

2 credits/30 hours

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

5503 Research Project

4 credits/60 hours

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

Candidates will complete a research study paper, or “capstone project,” focusing on one of the five program specialty areas. The written report is based on a review of applicable research literature, and informed by data gathered by candidates in the course of their clinical work. Candidates will also be required to present an oral defense of their capstone report before a three-member Dissertation Committee prior to graduation. Candidates should decide on a topic, choose an advisor, and begin work on the capstone project no later than 18 months after starting the program. Valuable insight and assistance in the completion of the capstone project will be provided by faculty members who have extensive publication experience. Candidates will be encouraged to submit their research paper for publication in one of the principal acupuncture journals, although publication is not required for successful completion of the program.

5505 Integrative Orthopedics II

2 credits/30 hours

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



Course Descriptions

Clinical Practicum and Training I - V

22 credits/660 hours

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

The clinical practicum experience is specialty-focused. Candidates are expected to organize their clinical practicum experience in relation to the program's five specialty areas, selecting case studies and clinical experiences that widen their knowledge of each specialty area. Candidates will actively manage their practice in relation to patient assessment, Chinese medicine diagnosis, clinical intervention, and consultation with advisors. Clinical experience also entails collaboration with other practitioners and health care professionals, and acting as a supervisor for master's degree student interns. Candidates can expect to broaden and deepen their clinical skills beyond their previous training in terms of critical thinking, case analysis, therapeutic techniques applied, and ability to more accurately predict the prognosis and outcomes of treatment. Candidates also benefit from their practicum experience by expanding their ability to recruit and retain patients in their own practices through their capacity to provide specialized, high-quality services.

5104	Practicum and Training I	4 credits/120 hours
5204	Practicum and Training II	4 credits/120 hours
5304	Practicum and Training III	5 credits/150 hours
5404	Practicum and Training IV	5 credits/150 hours
5504	Practicum and Training V	4 credits/120 hours



Student Policies

Attendance

Candidates are expected to attend all scheduled academic courses, clinical practice sections, and meetings with advisors. Candidates are responsible for all assignments and for the content of all classes. Candidates are not disciplined or dismissed from the program based on their attendance record, per se. However, the cumulative effect in any given course of unexcused absence, tardiness, and/or leaving class early can result in grade reduction or failing the course (see “Unexcused Absence” below), which in turn can affect a candidate’s GPA to the point of receiving an academic warning or probation (see “Academic Warning/Probation” pg. 22).

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

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

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

For seminar courses, candidates are also responsible for contacting the course instructor in regard to making up or rescheduling course work which was missed due to the candidate’s absence*. If the candidate subsequently makes up missed coursework to meet the academic requirements of the course, this will satisfy course requirements and will not affect the candidate’s grade. If a class has been recorded, students may arrange with the DAOM Coordinator for access to the recording.

**Please note: Tests or quizzes which are missed due to tardiness or unexcused absence cannot be made up (see below for definition of tardiness and unexcused absence).*

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

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

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

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



Withdrawals

AAHW distinguishes between official or voluntary withdrawals from the program, and unofficial or involuntary withdrawals from the program. Candidates may officially withdraw from the program by notifying the DAOM Director or Coordinator in person, or via email. Generally, the withdrawal date designated by the candidate is accepted by AAHW as the official last date of attendance.

A candidate who fails to attend a scheduled seminar, clinical work, or appointment with a supervisor or advisor and who does not notify the program coordinator of the reason for absence or apply for an official Leave of Absence, will be classified as an unofficial or involuntary withdrawal. Involuntary Withdrawals do not entail or require direct notification of withdrawal from students. Students who don't return from an approved LOA by their stated return date are also considered to be involuntary withdrawals, and their last date of attendance before the inception of the LOA is their official last date of attendance. A student whose withdrawal is due to dismissal for unprofessional conduct or unsatisfactory academic progress will still receive any refund amount(s) to which they are entitled under AAHW's refund policy (see pages 37 - 38 for refund policy and determination of last date of attendance).

For candidates on financial aid, their last date of attendance (LDA) is reported to the loan originator. For Title IV loan recipients, the LDA establishes both the amount of loan funds which the school must return to the U.S. Department of Education (if any), and the beginning of the candidate's grace period in relation to the repayment of loan funds. For candidates who self-pay, the Registrar determines if a tuition refund is due according to the refund schedule for withdrawals (see page 37 of this catalog). If a refund is due, it will be mailed to the candidate's last known address within 30 days of the date when the candidate's last date of attendance was determined.

Leave of Absence

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

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

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

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

For candidates receiving financial aid, failure to return by the stipulated return date without contacting the Program Director will be considered an involuntary withdrawal from the program, and the candidate's last date of attendance (LDA) before beginning the LOA will be reported to the loan originator as the candidate's official LDA. For Title IV loans, student loan deferment status generally expires six months after the last date of attendance.



Student Records

Candidates' educational records include all documents containing personally-identifiable information pertaining to the candidate. Specifically, AAHW maintains the following student-related documents and information. As noted below, these records are kept for a period of ten (10) years, with the exception of candidates' transcripts, which are retained permanently.

- A copy of the student's admission materials, including the enrollment contract and other instruments relating to payment for educational services.
- Student information including the student's name, student's permanent or other address, records relating to financial payments and refunds, and record of attendance.
- Academic record/transcript, including courses taken, grades and credits awarded.
- Documentation of candidates' completion of required clinical practice work.
- Copies of signed training acknowledgement forms and releases.
- Date of student's completion/graduation, or termination, and the reason thereof.
- A record of any student grievance and subsequent resolution.

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

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

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

All records pertaining to a student's admission and progress through the program will be retained by AAHW for a minimum of ten (10) years. Student transcripts/cumulative academic records are kept permanently. In the event of school closure, student records are maintained by a designated successor institution, and/or will be transferred to the Minnesota Office of Higher Education.

Satisfactory Academic Progress

Doctoral program candidates are expected to maintain satisfactory academic progress (SAP) throughout the program to achieve their degree. The following SAP criteria apply:

- A cumulative 2.5 (C+) grade point average must be maintained for all graded courses.
- Clinic work must comply with AAHW clinic policies and standards, and must be evaluated as satisfactory by the Program Director and clinical practicum supervisors.
- A passing grade must be achieved for any comprehensive, demonstrative or oral examination, including the oral presentation of the written capstone paper.
- The program must be completed in a maximum time frame of forty (40) months in attendance.



Academic Warning/Probation/Dismissal/Reinstatement

Unsatisfactory academic progress: Unsatisfactory progress is determined by the following criteria: failure to maintain a cumulative 2.5 GPA; failing to follow stated clinical practice standards; failing a comprehensive or oral examination; and failing to complete all required program elements within 40 months. Factors which will alert the Program Director to potential SAP problems include failing an individual academic course or clinical practicum section, and carrying three or more “incomplete” grades in seminar courses at the end of a trimester.

Academic Warning: Candidates who fail to meet a stated SAP criterion at the end of a trimester in attendance are notified in writing that they have been put on Academic Warning status, and that they have until the end of the following trimester to correct the cited problem. If the issue is resolved, the warning status is removed.

Notification of Progress-to-Graduation Issues: Candidates who still meet SAP criteria, but who are experiencing academic problems, as evidenced by failing a course or having several “incomplete” grades, will receive a written notice reminding them of their program completion deadline and that they need to remediate the failed or incomplete courses within their completion deadline. Candidates who have not completed their capstone project (or other required coursework) by their 34th month of enrollment will be sent a warning notice that they have six months to complete all program requirements. Candidates who have not completed graduation requirements by their 37th month of enrollment will be asked to sign a disclaimer that they are aware of their completion deadline and wish to continue.

Academic Probation: If a SAP issue has not been corrected by the end of the trimester following the Academic Warning notice, the candidate will be placed on Academic Probation at the beginning of the next trimester in attendance. Financial aid eligibility is suspended until SAP criteria are met. Candidates who are placed on Academic Probation status are required to meet with the DAOM Program Director and the school President, and must submit a written plan to resolve the SAP issue(s) which resulted in probation. A candidate may remain on Academic Probation status for a maximum of two trimesters in attendance. If the issue is resolved within that time, probation status is removed, and the candidate regains eligibility for financial aid.

Dismissal: If an Academic Probation issue is not resolved after two trimesters, the candidate will be dismissed from the program, but will be allowed to apply for reinstatement. A failing grade on the final capstone thesis and oral defense, or failure to complete the program at the end of 40 months of enrollment, will result in dismissal.

Reinstatement: A candidate who has been academically dismissed may apply for reinstatement by submitting a written appeal to the school President which presents any mitigating circumstances and a specific plan to correct the SAP problems and prevent their recurrence. The President will respond to the written appeal within ten (10) business days of receiving it, and either permit the candidate to rejoin the program or confirm the dismissal. Reinstated candidates remain on probationary status, and have a further trimester to resolve the cited SAP issue(s) – *i.e.* they will be granted a third trimester on academic probation status. Failure of a reinstated candidate to resolve SAP issues after a total of three trimesters on academic probation will result in permanent dismissal from the program. Candidates who failed to complete in 40 months cannot be reinstated, but may reapply to the program.

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

- Minnesota Office of Higher Education, 1450 Energy Park Drive, Suite 350, St. Paul, Minnesota 55108, telephone: 651-642-0567; email: info@ohe.state.mn.us; website: www.ohe.state.mn.us
- Accreditation Commission for Acupuncture and Herbal Medicine (ACAHM), 500 Lake St. Suite 204, Excelsior, MN 55331; email: info@acahm.org; Telephone (952) 212-2495; website: www.ACAHM.org.
- Wisconsin residents may contact the State of Wisconsin Educational Approval Program.
Address: P.O. Box 8366, Madison, WI 53708; Phone: 608-266-1996 or 608-266-2112 option 8;
Email: DSPSEAP@Wisconsin.gov. Website: DSPS Educational Approval Program.



Student Policies

Professional Conduct

AAHW students, faculty members and staff have the right to a safe environment where they are respected as individuals and treated equally with other members of the school community in accordance with AAHW's non-discrimination policy (pg 28). Students are expected to follow published school policies on personal and professional conduct (below) and non-discrimination, and to maintain a courteous demeanor towards others. For example, it is not courteous to swear, interrupt others' speech, ridicule others' opinions or beliefs, or ask personal questions unless invited to do so.

Personal Conduct: Behaviors which can lead to warning or dismissal for unprofessional conduct include the following: physical or verbal assault; sexual harassment or intimidation; threats of harm; theft or damage to school property or the property of a school member; smoking on campus; being under the influence of illicit drugs or alcohol on campus; violation of student or clinic-patient rights to privacy under FERPA or HIPAA regulations; cheating or enabling others to cheat on tests and assignments.

Candidates can be requested to leave a classroom for exhibiting the behaviors listed above, and also for the following behaviors: disruptive use of electronic devices in class; using electronic devices for non-class-related activities such as online shopping or gaming; using cameras or recording devices in class without the direct consent of the instructor.

Drug & Alcohol Policy: AAHW prohibits the possession, use or sale of alcohol, controlled substances, or illicit drugs, or the misuse of any legal drugs, on school premises or in the context of any institutionally-organized activity. Violation of the drug/alcohol policy constitutes grounds for dismissal from the program (students) or loss of employment (employees). Legitimately prescribed drugs are not subject to this policy, but candidates should advise the Program Director if they are taking prescribed drugs which may affect the student's judgment, performance or behavior.

Academic Conduct: Academic dishonesty, plagiarism, cheating, or enabling others to cheat are unacceptable. The following policies apply to academic conduct:

- AAHW expects that all assignments, papers, examinations and projects submitted in regard to the completion of a course are the candidate's own work. Candidates should be careful to distinguish their work from information derived from other sources in print or online, including information and opinions obtained from other people. Correctly citing the sources and origins of others' work is the candidate's responsibility.
- A candidate who knowingly submits plagiarized content in an assignment will receive a "0" or Fail on the assignment. If the plagiarism was unintentional, the candidate will have to resubmit the assignment with correct attribution of sources.
- If a candidate cheats on a test, the test will be graded as "0" or Fail.
- Blatant (copying word-for-word) or repeated plagiarism or cheating can lead to academic suspension or dismissal from the program.

Conduct in Clinic Settings: Candidates are expected to: ensure that patients have signed all required consent forms before they are treated; wash their hands before performing treatments; follow Clean Needle Technique protocols; dress in professional or business-appropriate attire; wear closed-toed shoes; wear a name tag if issued one; and complete patient treatment notes, using the clinic's charting protocol, within the clinic's required timeframe for completing treatment notes. AAHW subscribes to the NCBAHM Code of Ethics for TCM practitioners (see page 49 of this Catalog), and expects candidates to observe its stipulations in regard to non-discrimination, patient privacy, appropriate conduct, avoidance of misrepresentation, etc.

Discipline: Generally, incidents of unprofessional behavior will be handled by school administration in the following sequence: a verbal warning for the first instance; a written warning for a second instance; dismissal from the program if the misconduct continues. However, substantiated incidents of physical assault or abuse, or substantiated incidents of behavior which fall into the category of sexual violence, harassment or intimidation in accordance with the Title IX provisions of the US Department of Education (see Equal Opportunity Statement, pg. 28) are grounds for summary dismissal from the program.



Grievance Process: Warning or Dismissal for Unprofessional Conduct

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

1. The candidate may request a meeting with the DAOM Program Director, and/or the Title IX Coordinator, and/or the Campus Director for discussion and potential resolution of the problem.
2. In the event of a warning: If the initial dialogue fails to resolve the issue, the candidate may submit a written statement to the school President, explaining why the warning should be retracted, or proposing a remedial plan to resolve the behavioral problem. The President will determine whether the warning is justified, and/or whether the proposed remedial plan is sufficient to address the conduct issues which precipitated the warning. If the President is directly involved in the grievance, a member of the school administration who is not involved in the grievance will review the candidate's appeal.
3. In the event of a dismissal: The candidate may submit a written statement to the school President, explaining why the warning should be retracted, or proposing a remedial plan to resolve the behavioral problem. In response to the written request for resolution, the President will appoint a three-member Grievance Committee, chosen from AAHW administrative staff and/or faculty members who are not directly involved in the grievance. If the President is directly involved in the grievance, a member of the school administration who is not involved in the grievance will select the Committee members. Within 30 days of its appointment, members of the Grievance Committee will hear from all parties directly involved in the grievance, review administrative actions taken in response to the conduct issue, gather relevant information, and submit a written report on its findings and recommendations to the President and the directly-involved student(s). The President (unless directly involved in the grievance) will review the recommendations of the Grievance Committee and make a final decision as to reinstatement or dismissal of the candidate.
4. After the President's decision, if the candidate believes the ruling is unfair, they may contact any of the following agencies:
 - Minnesota Office of Higher Education, 1450 Energy Park Drive, Suite 350, St. Paul, MN 55108, telephone 651-642-0567; email: info@ohe.state.mn.us; website: <https://www.ohe.state.mn.us>
 - ACAHM, 500 Lake St. Suite 204, Excelsior, Minnesota 55331; telephone 952-212-2495; email: info@acahm.org ; website: www.acahm.org
 - Wisconsin residents may contact the State of Wisconsin Educational Approval Program. Address: P.O. Box 8366, Madison, WI 53708; Phone: 608-266-1996 or 608-266-2112 option 8; Email: DSPSEAP@Wisconsin.gov. Website: DSPS Educational Approval Program.

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



Student Policies

Grievance Process: Interpersonal Conflicts

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

1. The individual with the grievance should first attempt to resolve the issue directly with the concerned party through frank, respectful discussion.
2. If this dialogue fails to resolve the grievance, the candidate may arrange a meeting with the DAOM Program Director or DAOM Coordinator for review and resolution of the problem.
3. If the grievance is still not resolved, the candidate may submit a written statement to the school President, explaining the circumstances of the grievance, and requesting that school administrators conduct a formal investigation of the candidate’s complaint. The President, DAOM Director, and Campus Director will investigate the circumstances of the complaint, arrive at a decision or resolution, and respond to the candidate, in writing, within 14 days. The administrators’ response is the final official response. (If any of the three administrators named are directly involved in the candidate’s complaint, they will be substituted with a different administrator.)
4. If the candidate/student believes that AAHW has not addressed their concerns appropriately, they may apply to any of the agencies listed above.

SARA Student Complaints

AAHW is a participating institution with the National Council for State Authorization Reciprocity Agreements (NC-SARA), which oversees and regulates institutional distance education programs across states. SARA addresses written complaints from students about possible violation of SARA standards or policies, especially in regard to consumer protections. The following provisions apply to SARA complaints:

1. Only those complaints resulting from distance education courses, activities, and operations provided by SARA-participating institutions to students in other SARA states come under the coverage of SARA. Complaints about a SARA institution’s in-state operations are to be resolved under the state’s normal provisions, not those of SARA.
2. Complaints against an institution operating under SARA policies go first through the institution’s own procedures for resolution of grievances. Allegations of criminal offenses or alleged violations of a state’s general-purpose laws may be made directly to the relevant state agencies.
3. If a student bringing a complaint is not satisfied with the outcome of the institutional process for handling complaints, the complaint (except for complaints about grades or student conduct violations) may be appealed, within two years of the incident about which the complaint is made, to the SARA Portal Entity in the home state of the institution against which the complaint has been lodged.

For Minnesota, the SARA Portal Entity is the Minnesota Office of Higher Education (refer to “Grievance Procedures,” above). MOHE entity contact officials are:

- Kate McCartan, Institutional Monitoring Specialist. 651-259-3912. Email: kate.mccartan@state.mn.us
- Monica Devers, Academic Program Reviewer. 651-259-3965. Email: monica.devers@state.mn.us



Student Policies

Examples of issues that may arise in regard to alleged fraudulent activity, violations of SARA policies, or more general complaints about improper activities include, but are not limited to:

- a. Veracity of recruitment and marketing materials;
- b. Accuracy of job placement data;
- c. Accuracy of information about tuition, fees, and financial aid;
- d. Complete and accurate admission requirements for courses and programs;
- e. Accuracy of information about the institution's accreditation and/or any programmatic/specialized accreditation held by the institution's programs;
- f. Accuracy of information about whether course work meets any relevant Professional Licensing requirements or the requirements of specialized Accrediting Agencies;
- g. Accuracy of information about whether the institution's course work will transfer to other institutions; and
- h. Operation of distance education programs consistent with practices expected by institutional accreditors (and, if applicable, programmatic/specialized accreditors) and/or the C-RAC Guidelines for distance education.

Student Request for Special Accommodation:

Students with documented disabilities may request that AAHW provide appropriate aids and services where necessary to afford the student equal opportunity to participate in the classes, services, programs, or activities offered to all enrolled students. Students who wish to request special accommodation are asked to fill out an *Accommodation Services Form* (available from the Registrar) at or before the beginning of a trimester so that accommodations can be arranged in a timely manner. Completed forms with substantiating documentation are submitted to the Registrar or Campus Director. The Campus Director and Academic Dean review the application and determine what accommodation will be provided and how the accommodation will be implemented.

Claimed disabilities must be verified by a source external to the applicant, such as a physician, psychologist, counselor, or any person certified in the helping professions. Students requesting special aids and services are responsible for obtaining the substantiating documentation of disability which is submitted with the *Accommodation Services Form*. Regardless of a student's disability, it is the student's responsibility to follow AAHW's policies and procedures with regard to academic and technical qualifications to maintain good standing. Note that accommodations for disabilities do not include personal services, remediation, or guaranteed success.



Student Rights and Privileges

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

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

- ACAHM, 500 Lake St. Suite 204, Excelsior, MN 55331; telephone 952-212-2495; email: info@acahm.org ; website: www.acahm.org
- Minnesota Office of Higher Education, 1450 Energy Park Drive, Suite 350, St. Paul, MN 55108, telephone 651-642-0567; email: info@ohe.state.mn.us; website: <https://www.ohe.state.mn.us>
- Wisconsin residents may contact the State of Wisconsin Educational Approval Program. Address: P.O. Box 8366, Madison, WI 53708; Phone: 608-266-1996 or 608-266-2112 option 8; Email: DSPSEAP@Wisconsin.gov. Website: DSPS Educational Approval Program.

Campus Safety and Security

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



Non-discrimination

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

Equal Opportunity Statement and Notice of Nondiscrimination

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

Any questions regarding Title IX may be referred to the Academy's Title IX Coordinator, or to the United States Department of Education's Office of Civil Rights (OCR) for Minnesota:

Chavez Memorial Building
1244 Speer Blvd. Suite 310
Denver, CO 80204-3582
Telephone: (303) 844-5695
Fax: (303) 844-4303
TDD: 800-877-8339
Email: OCR.Denver@ed.gov



Grading Standards

Final course grades are based on completion of the course requirements, as detailed in the course syllabus. Before each course begins, candidates receive a course syllabus, as well as course materials or study guides which are pertinent to the course. For academic seminars, the syllabus lists each required component of the course such as tests, written assignments, oral presentations, or practical demonstrations of learned skills or techniques. The syllabus describes the value of each course component in calculating the final grade (generally in terms of percentage or point scores), which is expressed as a letter grade (see below). For Clinical Practicum courses, the syllabus includes the evaluation forms which are used by course instructors to evaluate the candidate’s clinical skills, including the candidate’s performance as a supervisor and interactions with professional colleagues. As described in the “Attendance” section (pg. 19), tardiness and unexcused absences may affect a candidate’s final grade.

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

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

When instructors turn in final course grades to the Registrar, the Registrar posts the grades to each candidate’s account on AAHW’s online school management system. Candidates can monitor individual course grades and track their cumulative grade reports online at any time.

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



Graduation Requirements

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

1. Completion of all required course work. The program of 62 semester credits and 1,260 clock hours must be completed with a cumulative 2.5 grade point average, and within the maximum time frame of forty months.
2. Satisfactory completion of the capstone research project, including a written thesis and oral presentation before a Dissertation Committee (Course #5503 Research Project).
3. Settlement of all financial obligations to AAHW.

Legal holidays -- No classes; offices and clinics closed

	<u>2026</u>	<u>2027</u>
New Year's Day	January 1	January 1
Memorial Day	May 25	May 31
Independence Day	July 4	July 4
Labor Day	September 7	September 6
Thanksgiving Day	November 26	November 25
Christmas Day	December 25	December 25

Enrollment Period/Registration Structure

The DAOM program curriculum is represented in terms of a 5-trimester structure. Within that structure, academic courses are offered on a continuous, rotating basis. DAOM candidates may join the program at any time. However, once candidates enter the course rotation cycle, they are expected to attend on a continuous basis until they have completed all the required courses. For administrative purposes, AAHW absorbs DAOM candidates into its existing trimester structure (see trimester dates, below), and registers candidates on a trimester basis once they have entered the program. If a candidate withdraws from the program, tuition refunds will be calculated on the basis of last date of attendance (see "Withdrawals" page 20, "Refund Policy" page 37, and "Determination of Last Date of Attendance" page 38). Candidates are expected to complete the entire program in 20 months, and must complete all program requirements in a maximum time frame of forty (40) months.

	<u>2026</u>	<u>2027</u>
Winter Trimester	January 5 to April 19	January 4 to April 18
Summer Trimester	May 4 to August 16	May 3 to August 15
Fall Trimester	September 8 to December 21	September 7 to December 20



Admission Procedures

Educational & Professional Background Requirements

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

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

Required Application Documents

1. An Application Form with applicant's signature. Download Application Form from pages 46/47 of this catalog or from the website. Mail the completed form to AAHW's street address, or return via email to Admissions@aahw.edu. For an electronic application form, visit our website, www.aahw.edu. Click on the Admissions page and scroll down to the "Apply" link.
2. A non-refundable \$100 Application fee (sent with the Application Form).
3. Official transcript of relevant master's or TCM degree(s) earned, sent directly to AAHW Admissions Office from the institution.
4. Two letters of recommendation from non-family members sent directly to the Admissions Office by the writer. It is preferred that recommendation letters are written by people who have knowledge of the applicant in an educational, professional, or business context.
5. Copy of a current acupuncture license, if applicable.
6. A 500-word essay (on a separate sheet) addressing the following questions: *Why have you decided to pursue a doctoral degree in TCM and integrative medicine at this time? Why did you choose to attend AAHW? What effects or benefits (if any) do you expect this degree to have on your professional life (i.e. career advancement, increased job satisfaction, etc)?*
7. Additional documents are required for international students (see below).

An official acceptance letter is issued to the applicant when all application documents have been received and approved by the Admissions Officer.

The Admissions Officer and/or DAOM Coordinator will contact applicants with any follow-up questions and provide feedback on the admissions process.



Application Deadline

It is preferable to submit application documents to AAHW's Admissions Office 3 to 4 months before the applicant intends to begin the program, to ensure that the admissions process goes smoothly. However, AAHW will accept application materials up to two weeks before the applicant's first date of attendance at a seminar, provided that all the required documents are received by that 2-week deadline. AAHW issues an official acceptance letter as of the date that all application materials have been received and approved. AAHW also makes the following exception: if the application documentation is materially complete by the 2-week deadline, but is missing an item (or items) which is beyond the applicant's power to submit directly, such as a recommendation letter or official transcript, AAHW will issue a conditional acceptance letter, pending receipt of the missing item(s). Conditionally-accepted students may attend seminars, and are expected to submit a tuition payment plan by their first attendance date. Conditionally-accepted students may not apply for financial aid until all required admissions documents are received and an official acceptance letter is issued.

International-Student Applications

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

English is the language of instruction for all classes at AAHW. Applicants whose native language is not English may be admitted to the program if they have previously completed one of the following:

1. Four years at a U.S. high school demonstrably delivered in English.
2. At least two years (60 semester credits or 90 quarter credits) undergraduate-level or graduate-level English-language education in an institution which is accredited by an agency recognized by the U.S. Department of Education.
3. At least two years (60 semester credits or 90 quarter credits) undergraduate-level or graduate-level education demonstrably delivered in English.
4. High school or two years (60 semester credits or 90 quarter credits) of English-language undergraduate-level or graduate-level education at an institution in one of the following countries or territories: American Samoa; Anguilla; Antigua & Barbuda; Australia; Bahamas; Barbados; Belize; Bermuda; Botswana; British Virgin Islands; Cameroon; Canada (except Quebec); Cayman Islands; Christmas Island; Cook Islands; Dominica; Federated States of Micronesia; Fiji; The Gambia; Ghana; Gibraltar; Grenada; Guam; Guyana; Ireland; Isle of Man; Jamaica; Kenya; Lesotho; Liberia; Malawi; Montserrat; Namibia; New Zealand; Nigeria; Norfolk Island; Papua New Guinea; Philippines; Pitcairn Islands; Sierra Leone; Singapore; South Africa; South Sudan; St. Helena; St. Kitts & Nevis; St. Lucia; St. Vincent & the Grenadines; Swaziland; Tanzania; Trinidad and Tobago; Turks and Caicos Islands; United Kingdom; U.S. Virgin Islands; Uganda; Zambia; Zimbabwe.

In all cases, English must have been both the language of instruction, and the language of the curriculum used.

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

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



Credit Transfer

Matriculating students may submit a request to transfer credits into AAHW's doctoral program from a doctoral program at a previously-attended educational institution. AAHW will only consider credits taken at a post-secondary institution which is accredited or pre-accredited by an agency recognized by the U.S. Department of Education, and which conform to the credit transfer application requirements listed below. Course work taken at an unaccredited institution will not be considered. AAHW does not offer an advanced-standing option. AAHW does not grant transfer credits based on vocational or life experience. Students who wish to transfer credits from another doctoral program in acupuncture/East Asian

medicine must meet AAHW's admissions requirements and submit their transfer-credit request as part of the admissions process.

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

Candidates who wish to submit transfer credits for consideration must complete a Transfer Credit Assessment Form and submit it along with all required documents to the DAOM Program Coordinator as part of the admissions process. A transfer-credit fee at current institutional rates will be charged for credits which are accepted for transfer (see "Tuition and Fees" page 35).

AAHW is not regionally accredited. Credits earned at AAHW may not transfer to other educational institutions.

Credit Transfer Application Requirements:

- Transfer credits will only be considered for course work completed at the doctoral level.
- To be considered for transfer credits, a course must be equivalent to the AAHW doctoral course in content, credit hours, and rigor.
- Transfer credits will not be considered for courses for which the candidate received a grade lower than "C" or 2.0 grade point.
- Transfer credit applications must be submitted as part of the admissions process. Courses taken at other educational institutions after matriculation into AAHW's DAOM program will not be considered for transfer credits.
- Credits earned more than five years prior to admission to AAHW's doctoral program will not be considered for transfer credits.
- No more than 20 program credits (33% of the 62-credit program) will be accepted for transfer credit.

Processing Credit Transfer Applications:

- The DAOM Program Director will assess transfer credit requests carefully, and award transfer credits if the course meets the requirements noted above.
- Applicants may be asked to provide the Program Director with additional documentation, such as a detailed course description, related to their request.
- Applicants will be notified of the results of their credit transfer application within two weeks after their official program start date.
- *Program length:* Due to the rotational structure of DAOM program courses, it is unlikely that transferring a small number of courses into the program will shorten a candidate's expected completion time. Transferring 25% - 33% of course credits into the program may affect completion time. Candidates should discuss their individual circumstances with program administrators.
- *Program cost:* For each credit successfully transferred into the DAOM program, the total program tuition cost of \$27,500 will be reduced by \$400 per transfer credit.



Special Admissions

Re-Enrollment of Former AAAOM Students

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

- DAOM program applicants must complete at least two-thirds (66%) of their total credits in AAHW's curriculum. No more than 33% of total program requirements will be accepted as transfer credits.
- No grade lower than C/2.0 will be accepted for transfer credit.
- Course credit earned more than five years prior to admission to AAHW will not be considered for transfer credits.

Non-Matriculated Students:

Under certain circumstances, such as the opportunity to earn CEU or PDA credits, non-matriculated individuals may attend DAOM program courses. To do so, they must meet DAOM admission standards and pre-requisite requirements, or demonstrate sufficient prior education and experience to understand course content. If there is limited space for attendance, matriculated students have priority. An individual who takes a DAOM program course as a non-matriculated student and subsequently matriculates into the program cannot transfer any courses taken as a non-matriculated student into the DAOM program.



Financial Information

Tuition and Fees*

Application Fee (non-refundable)	\$100.00
Doctoral Program Tuition	\$27,500.00
Malpractice Insurance Fee (if needed) (1)	\$100.00
Transfer Credit Fee (per credit) (2)	\$ 50.00
Graduation Fee	\$100.00
Official Transcript Fee	\$ 25.00
Diploma Fee	\$ 25.00
Charge for Returned (NSF) Check	\$ 35.00
Credit Card Surcharge for charged amount	3.2%

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

Explanation of Fees

(1) Candidates who do not carry their own malpractice insurance will be charged \$100 for every trimester in which they treat patients in AAHW's student clinic. Fee does not apply to candidates who supervise AAHW student interns while themselves working under the supervision of an AAHW-employed supervisor.

(2) Doctoral-level courses taken at another school may qualify for transfer if they are transferred during the admissions process, were taken within the previous five years, are equivalent to the AAHW course, and meet all other requirements described in the "Credit Transfer" section on page 33. Successfully-transferred credits will reduce total program tuition by \$400 per credit.

Mandatory Program Costs*

Tuition: \$27,500

Application Fee (non-refundable): \$100

Graduation Fee: \$100

Minimum Total Program Cost (tuition and mandatory fees): \$27,700

**Minimum total program cost is based on no additional costs (below), and no transfer-credit tuition reduction.*

Additional Program Costs

Malpractice Fee: If candidate does not carry personal malpractice insurance while practicing in AAHW clinic.

Service fees: Issuing official transcripts and diplomas; returned non-negotiable checks; credit card payments.

Administrative fees: A fee is charged for the administrative work entailed in processing credit transfers.

Program cost does not include other educational costs such as the purchase of textbooks, personal computers, or other supplies, which are the student's responsibility.

Payment

The total minimum mandatory cost for the doctoral program at the American Academy of Health and Wellness (AAHW), exclusive of any additional charges or fees, is \$27,700 (see "Tuition and Fees," above). The mandatory Application Fee is due prior to matriculation. Post-matriculation, no later than the first day of attendance, doctoral candidates must arrange to pay the full program tuition cost, either by submitting a signed payment agreement to the Registrar (self-pay students), or by applying for financial aid. Candidates who wish to change from one payment type to the other must discuss their decision with AAHW's Registrar and Financial Aid Administrator.

Self-Pay Students: Candidates who self-pay their tuition may choose one of two standardized installment payment options. Both standardized self-pay options require the full tuition amount to be paid by the end of the 18th month after the candidate's first date of attendance (see "Installment Payments," below).

Self-pay Option 1:

- An initial \$500 payment due one week after the first date of attendance
- \$27,000 paid in 18 monthly installments of \$1,500 each
- Graduation Fee billed separately before graduation.



Financial Information

Self-pay Option 2:

- An initial \$500 payment due one week after the first date of attendance
- Three payments by the end of the 9th month of attendance, totaling \$13,500
- Three payments by the end of the 18th month of attendance, totaling \$13,500
- Graduation Fee billed separately before graduation.

Candidates who wish to structure their payments in a different format, such as one lump-sum payment, should arrange a meeting with the AAHW Registrar to discuss details.

Financial Aid Recipients: Financial aid disbursements are ordered and paid on a trimester basis. Candidates on financial aid whose disbursements have been authorized and are pending will receive a billing statement, but do not have to make any further arrangements for payment unless the financial aid disbursement does not cover their total trimester costs. If there is an outstanding balance, candidates may pay the outstanding trimester balance on receipt of a bill, or may submit a payment plan which requires the outstanding balance to be paid by the end of the 12th week of the trimester (see “Installment Payments,” below).

The following fees or charges may apply:

AAHW will assess a \$35 fee if a check is returned for insufficient funds (NSF).

Payments made by credit card are subject to a 3.2% processing surcharge.

Installment Payments

DAOM candidates may choose to apply for financial aid, or they may choose to self-pay their tuition. Candidates who pay their tuition out of pocket, or whose financial aid disbursements do not cover their credit load during a trimester, may choose to pay their debt in installments. The following conditions apply to installment payments:

Self-Pay Students:

- Candidates who self-pay must submit a signed, dated tuition payment agreement to the Registrar no later than the candidate’s first date of attendance as a matriculated student.
- An initial payment of \$500 is due within seven days of the first date of attendance.
- Payment amounts and due dates for the residual balance of \$27,000 must be specified in the payment agreement, and must account for the entire balance owed to the school.
- Unless otherwise specified in the payment agreement, the total amount of tuition owed must be paid no later than the end of the 18th month after the candidate’s first date of attendance. The required Graduation Fee (or any applicable additional fee) will be assessed independently and must be paid before the candidate graduates.
- Candidates who wish to change or revise a payment agreement must notify AAHW’s Registrar and submit an updated agreement for approval.

Financial Aid Recipients:

- Financial aid disbursements are paid on a trimester basis. For any trimester in which a disbursement does not cover the candidate’s trimester-prorated tuition, the candidate must arrange to pay the outstanding debt by submitting a payment agreement to the Registrar at the beginning of the trimester. The outstanding balance must be paid by the end of the 12th week of the trimester.
- The candidate may designate up to three installment payments within the payment period, and may determine the amount of each installment payment, as long as the total of all payments is equal to the amount owed.
- The Graduation Fee will be included in the financial aid funding estimate.

All Students:

- A candidate who has not paid the total tuition amount owed under the terms of their payment agreement, as well as the Graduation Fee or other applicable fee, will not graduate until all outstanding debt with AHW has been settled.
- **AAHW does not apply interest rates or finance charges to installment payments. The amount financed by AAHW is solely the total amount of tuition/fees owed by the student, as specified on their Tuition Payment Agreement.**



Available Types of Financial Aid

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

*After July 1, 2026 new borrowers cannot access the Graduate Plus loan system. Current borrowers may continue under the previous rules for up to 3 years, or until completion of their current program, whichever comes first.

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

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

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

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

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

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

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

Refund Policy

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

AAHW's refund policy is not linked to its student-conduct policy. A student who is disciplined or dismissed from the program due to unprofessional conduct or unsatisfactory academic progress will still receive any refund amount(s) to which they are entitled under the terms of this refund policy.

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



Financial Information

Enrolled candidates who withdraw from the DAOM program at any point after attending at least one seminar may receive a tuition refund, depending on when they withdraw*. Candidates may withdraw officially, by giving notice; or will be assumed to have withdrawn unofficially, based on lack of attendance. Unofficial withdrawals (also called “involuntary withdrawals”) do not entail or require direct notification of withdrawal from students. (See “Withdrawals” on page 20 for “unofficial withdrawal” criteria.) Any refund amount due to a withdrawal shall be forwarded to the candidate within 30 business days of either: receipt of notice of withdrawal; or determination of last date of attendance in the absence of notice of withdrawal.

*See general Refund Schedule, below. (*Wisconsin residents: see Wisconsin refund policy, pages 50-51.*)

Refund Schedule:

Cancellation of Enrollment:	REFUND
Within 5 days of execution of enrollment contract/acceptance	100%
After 5 days of execution of contract/acceptance, and before 1st attendance period	100%

Withdrawal from Program:

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

Determination of Withdrawal Status and Last Date of Attendance:

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

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

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

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



Student Facilities and Services

Library

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

Student Clinic

The Academy's Student Clinic provides acupuncture, Chinese herbal medicine, and other EAM treatment modalities to the general public and to AAHW staff and students. Hours and days of operation are subject to change. Students learn first through 180 hours of clinic observation, and then begin their clinical internship under the supervision of experienced practitioners.

Herbal Pharmacy

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

Bookstore

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

Employment Services

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

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

Handbooks

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

For Wisconsin residents, school policies as stated in AAHW's DAOM Catalog supersede policies as stated in school handbooks if there is any conflict or question of meaning.



DAOM Faculty

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

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

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

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

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

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



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

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

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

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

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

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

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

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

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

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



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

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

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

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

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

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

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



DAOM Faculty

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

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

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

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

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

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

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

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



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

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

As a Resident in XiYuan Hospital's Department of Neurology, Dr. Wang worked directly under the supervision of famous neuro-specialists Dr Zhou Shao hua and Dr Zhang Baoli, and had the opportunity to intensively study Western and TCM neurology and Chinese scalp acupuncture systems (Jiao Style, Fang's Style and Jin's Style). As an acupuncturist, he has successfully incorporated these systems and techniques into his practice, specializing in neurology, orthopedics and traumatology.

Dr. Wang is an active member of the acupuncture community. He is a professor and clinician at the National University of Health Sciences in Lombard, Illinois, and is an Assistant Professor and post-doctoral fellow at the Indiana University School of Medicine, Indiana. He offers workshops and training in Chinese scalp Acupuncture, is President of the Asian American Acupuncture Association, has served as an accreditation site visitor, and has co-authored over a dozen peer-reviewed papers.

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

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

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

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

Ji Zhang, Ph.D. (USA), M.D. (China), L.Ac. (California)

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



DAOM Faculty

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

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

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

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

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

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

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

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

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



Governance and Administration

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American Academy of Health and Wellness Application for Admission: DAOM Program

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

2. Address: _____

Phone: _____ (H/C) _____ (W) Email Address: _____

3. Date of birth: ____/____/____ Place of birth: _____

4. Country of Citizenship: _____ 5. Social Security Number: _____

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

7. Please indicate your choice:

Beginning Year: _____

Beginning Trimester: Winter Summer Fall

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

Institution	Date attended	Degree and Date

9. If you are currently working as an acupuncturist, indicate the state which issued your license, with license number and expiration date. If you are applying for licensure, indicate the state you will be licensed in.

10. List any academic honors, research work, and publications (attach additional pages if desired)..



11. Professional/Employment History. List the professional position(s) or job(s) you have held in the last 5 years.

Business or Employer Name	Position and Type of Employment	Dates

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

If yes, please explain:

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

If yes, please explain:

14. Letters of recommendation. Please list the names and addresses of two persons (non-family members) you are asking to send letters of recommendation. The writer should send the letter directly to AAHW.

15. Personal statement. Please submit a 500-word essay (on a separate sheet) addressing the following questions: *Why have you decided to pursue a doctoral degree in TCM and integrative medicine at this time? Why did you choose to attend AAHW? What effects or benefits (if any) do you expect this degree to have on your professional life (i.e. career advancement, increased job satisfaction, etc)?*

16. List your hobbies or other interests you would like to share: _____

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

- A. Completed Application for Admission Form.
- B. A personal statement as described above (#15).
- C. Application fee of \$100.00. Non-refundable.
- D. Official transcript of relevant master's or TCM degree(s) earned (sent directly to AAHW Admissions Office from the institutions).
- E. Two letters of recommendation (sent directly to AAHW Admissions by the writer).
- F. Copy of current acupuncture license, if applicable.
- G. Transcripts from foreign institutions must be evaluated by an NACES member before submission. You must submit the results of a recognized English-language assessment test if you have not completed educational training in English as detailed in "International Student Application" on page 28 of the DAOM catalog.

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

Signature: _____

Date: _____

NCCAOM

CODE OF ETHICS

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

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





American Academy of Health and Wellness • 2277 Highway 36 West, Suite 300,
Roseville, MN 55113

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

DAOM Program:

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

Cancellation:

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

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

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

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

Withdrawal:

Withdrawal is defined as ceasing to attend all courses and related activities pertaining to the DAOM program. A written notice of withdrawal is not required to qualify for a refund. If notice is not given, refunds are based on a candidate's last date of attendance (See Determination of Withdrawal and Last Date of Attendance, below.) A candidate who withdraws or is dismissed after attending at least one seminar weekend, but before completing 60% of the program, is entitled to a pro-rata tuition refund based on the completed months of instruction as of the student's last date of attendance. The pro-rata refund is based on months in attendance, out of the standard program length of 20 months.

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

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

This refund policy is not linked to any student conduct policy. A student who is disciplined or dismissed due to unprofessional conduct or unsatisfactory academic progress will still receive any refund amounts(s) to which they are entitled under the terms of this refund policy.



Determination of Withdrawal Status and Last Date of Attendance:

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

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

Whether a student has provided notice of withdrawal or not, the amount of any refund which may be due to the student is calculated based on the determination of the student’s last date of attendance (LDA), and any monies which are due to the student are refunded according to the refund schedule, above. For self-pay students, tuition refunds will be sent to the student’s address of record within 40 days of the date the LDA was determined. For financial aid recipients, tuition refunds are generally returned to the loan originator.

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