



American Academy of Health and Wellness

Master's Degree Catalog

Master of Acupuncture

Master of Acupuncture with Chinese Herbal Medicine Specialization

1/01/2026 - 12/31/2027

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Greetings



Dear Prospective Students:

We at the American Academy of Health and Wellness (AAHW) would like to extend a warm welcome to interested students from across the country. Participating in our program will offer you new challenges and rich rewards. The ancient Chinese arts of healing are finding new life in the 21st century, and you have the opportunity to be pioneers in this cross-cultural adventure. At AAHW we believe that traditional Chinese medicine offers a perfect blend of medical science, life philosophy and healing art. Our goal is to train health care professionals who will be highly competent, highly skilled and dedicated to the practice of traditional Chinese medicine. Graduates of our program acquire a comprehensive theoretical knowledge of traditional Chinese medicine, as well as the practical and technical skills needed to effectively treat patients. Students gain expertise in various modalities of Chinese medicine, including acupuncture, herbal medicine, dietary therapy and Tai Chi/Qi Gong. At the same time, our students receive a thorough grounding in fundamental concepts of Western science and biomedicine, emphasizing the integration of Western medicine with traditional healing practices. Thank you for your interest in the American Academy of Health and Wellness. I am always available to discuss our program with prospective students and look forward to hearing from you.

Xiping Zhou MD (China), LAc

President, AAHW

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AAHW is a truly unique institution...

Some of our outstanding features include:

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

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

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

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

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

Introduction

The American Academy of Health and Wellness (AAHW) offers two master's degree programs in traditional Chinese medicine (TCM). The Master of Acupuncture (MAc) degree can be completed in three years of full-time study and offers students the option of entering their desired field of practice in a shorter period of time. The Master of Acupuncture with a Chinese Herbal Medicine Specialization (MAcCHM) degree can be completed in four years of full-time study and emphasizes both acupuncture and Chinese herbology, providing students with enhanced treatment skills. The herbal medicine curriculum in AAHW's MAcCHM program enables graduates to apply time-tested herbal formulas to a wide variety of healthcare areas including gynecology, internal medicine, geriatrics, pediatrics, dermatology, neurological disorders, and musculoskeletal disorders. AAHW faculty members are highly-trained professionals in their fields of expertise, and embody a comprehensive range of experience in academic knowledge, clinical practice and technical skill.

Please refer to pages 14-16 of this catalog for more detailed program descriptions.

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.

Mission Statement for the Master's Degree Programs:

The Master of Acupuncture (MAc) and the Master of Acupuncture with a Chinese Herbal Medicine Specialization (MAcCHM) programs of the American Academy of Health and Wellness educate and prepare students to become licensed practitioners of acupuncture and East Asian medicine (EAM), with the ability to practice as independent healthcare providers in a variety of healthcare settings.

The MAc program offers specialized instruction in classical and modern acupuncture needling techniques, with 600 hours of internship training. The MAcCHM program devotes 750 hours of academic instruction to Chinese herbs and their therapeutic applications, with 720 hours of internship training. Graduates are prepared to advance their own careers in East Asian medicine, while contributing to the integration of East Asian medicine with the wider U.S. health care system.

Program Learning Objectives for the Master's Degree Programs:

The learning objectives of the Master of Acupuncture and Master of Acupuncture with a Chinese Herbal Medicine Specialization programs of the American Academy of Health and Wellness are listed below. To achieve these objectives graduates will:

1. Demonstrate a solid understanding of the theories and philosophy of East Asian medicine (EAM), as well as cultural influences on the development of EAM.
2. Be able to critically analyze and develop appropriate patient treatment plans, based in East Asian medical theory, with a demonstrated understanding of patient assessment and clinical diagnosis, and appropriate documentation of treatment choices.
3. Be proficient in the skills required to competently administer East Asian medical modalities in a clinical setting, including acupuncture, bodywork, cupping, dietary and lifestyle recommendations, and (for MAcCHM students) herbal therapies.
4. Demonstrate sufficient understanding of Western medicine to cite and describe a patient's biomedical pathology or diagnosis, and to enable informed and responsible referrals to other health professionals.

5. Be aware of biomedical red flags and risk factors in patients that require urgent medical referral, and be able to implement emergency measures as necessary, including CPR.
6. Be prepared to communicate the theory, terminology, and purpose of East Asian medical modalities to patients and other healthcare professionals in terms they can understand, including an awareness of the importance of individuals' cultural backgrounds and expectations in regard to healthcare.
7. Understand professional ethics and practice standards for EAM. Be aware of state and federal regulations and requirements involved in the practice of acupuncture/EAM modalities, including patient privacy and records management.

Learning Objectives Specific to the MAc Program:

1. Demonstrate knowledge of classical and modern acupuncture needling techniques, as well as the rationale for specific acupoint applications in the treatment of EAM disease patterns.
2. Be skilled in the application of needling techniques in clinical practice.

Learning Objectives Specific to the MAcCHM Program:

1. Demonstrate knowledge of herbs and herbal formulas used in Chinese herbal medicine, including their clinical application to specific EAM disease patterns.
2. Be able to effectively apply Chinese herbal medicine in clinical situations, including the ability to explain the purpose of herbal treatment and desired treatment outcome to patients.

Overall Goals of the Master's Degree Programs:

1. Graduates will be well-prepared to sit for and pass the national board exams in East Asian medicine.
2. Graduates will qualify for professional licensure in most states, in accordance with the state's specific licensure requirements.
3. Graduates will have the clinical skills and experience, as well as the practice-management skills, necessary to establish a successful practice, whether as a solo practitioner or in collaboration with other healthcare professionals.
4. Program graduates will be prepared to enter all available East Asian medicine professional practice opportunities including those in private practice, integrated clinics, hospitals, community health centers, teaching, and research.
5. Graduates' ability to access research literature and relevant sources of information will promote ongoing personal development and enhanced professional practice.
6. Graduates will support the aims and objectives of the wider acupuncture/EAM community, through participation in professional organizations or other means.

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.

School History

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

Institutional Self-Evaluation

The Academy 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.

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.

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: <http://www.ohe.state.mn.us>

Minnesota License & Requirements for Practice

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

Public Information: Readers may be interested in visiting the following websites: www.NCBAHM.org provides information on national testing, and a table on state licensing requirements for acupuncturists. www.aahw.edu “Who We Are” “Professional Licensure Information and Disclosure” provides information on how the Academy’s master’s degree programs conform to current state licensure requirements.

Traditional Chinese Medicine: Ancient Wisdom Plus Scientific Evidence

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

Ancient Wisdom

Traditional Chinese medicine is more preventive in nature than conventional medicine. It believes that waiting to treat a patient until symptoms are full-blown is similar to digging a well after one has become thirsty. In ancient China, physicians were paid if they kept their clients well, not once their patients became ill. The relationship between physicians and patients was very close. Traditional Chinese medicine is holistic. The modalities of treatment (acupuncture, Chinese herbal therapy, Tui Na), diet (nutrition and dietary therapy), and exercise (T'ai Chi and Qigong) are aimed at resolving the underlying causes of illness, rather than simply addressing the presenting symptoms. Body, mind and spirit are considered to have a reciprocal relationship and are given equal weight when a Chinese medicine practitioner analyzes the causes of an imbalance. From the very beginning, traditional Chinese medicine paid close attention to the emotional roots of illness, focusing especially on fear, anger, sadness, grief and worry. China's first book of medicine, *Yellow Emperor's Classic of Internal Medicine*, which was written more than 2,000 years ago, explains how these emotional factors attack different organ systems in the human body, causing a variety of health problems. In addition to the emotions, climatic and environmental factors such as cold, heat, or dampness may cause specific illnesses. We are all familiar with people whose joint pains can predict weather changes. These profound, yet common-sense interconnections between the external and internal environments are at the core of traditional Chinese medicine's diagnosis and treatment principles. Traditional Chinese medicine has a more comprehensive way of treating diseases than Western Medicine. For instance, when a patient gets frequent infections, traditional Chinese medicine believes that just killing the bacteria is insufficient. It is more important to strive to enhance the patient's immune system, thereby preventing future infections as well. Treatment for this kind of condition could include acupuncture, Chinese herbal therapy and Tui Na. Because of its emphasis on preventive treatment, traditional Chinese medicine has an advantage in treating chronic health conditions such as asthma, headaches, depression, fatigue, allergies, immune deficiency disorders, joint and muscle pain, and gynecological disorders.

Modern Evidence

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

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

This may explain why acupuncture relieves pain, fights inflammation, helps wounds heal faster, and treats stroke and many other conditions. Scientific evidence has already convinced the FDA to upgrade acupuncture needles from “for investigational use only” to “safe and effective.” Many Chinese herbs, such as ginseng and ginkgo, have received extensive study. There are thousands of scientific papers available in English about these and other herbs’ ability to treat health conditions and maintain wellness. Chinese dietary therapy has gained respectful attention in the United States. Many of the phytochemicals (plant-based chemicals) that are prevalent in Chinese cuisine have been scientifically proven to be beneficial for numerous health conditions, such as the phytoestrogen in soy products being therapeutic for menopause and cancer. Studies done at the Medical School of Washington University and the Health Center of Emory University show that practicing Tai Chi is an excellent way to improve endurance, balance and flexibility at any age.



Acupuncture and Oriental Medicine in the United States

History doubles back on itself. Before modern Western medicine was developed, people relied on natural products and methods to heal themselves. Many of these natural remedies were and are very effective, but they cannot deal with all of the suffering that both nature and industrialization bring to human beings. Because antibiotics, surgical intervention, and other wonders of modern medicine can be so dramatically effective, they have swept the world in the last hundred years, with the result that older forms of medicine have often been displaced or discredited. But it is true that, just as modern medicine demonstrated the limitations of natural medicine, so we are now beginning to recognize the limitations of Western medicine. The “magic bullets” of antibiotics or steroids, for example, have turned out to be a mixed blessing, with many side effects and unforeseen complications. Medical specialties have such a tight focus on a particular organ or disease that the patient often feels that he is just a “heart” or a “cancer” to his doctor, and that his emotional and spiritual needs are not even recognized, much less addressed. More and



more people are once again looking to older, more integrated forms of medicine to address the perceived body mind spirit connection that has been subordinated to modern technology. The new significant development in health care in the past few years has been the increasing acceptance of complementary medicines by the public. Chinese medicine, possibly because the acupuncture needles offer such striking visual images, has become almost the poster child of complementary medicines, featured in many cover-page magazine stories. Today, TCM – a medical system that has been in continuous use for the last 4,000 years – is steadily gaining popularity in the United States and around the world.

Acupuncture and Oriental Medicine Utilization

The extent to which acupuncture and Oriental medicine are being utilized by people in the United States was revealed by two landmark reports published by Harvard Medical School Professor Dr. David Eisenberg. The first report was published in the *New England Journal of Medicine* in 1993, based on a study conducted in 1990. Dr. Eisenberg reported that one third of Americans had received complementary and alternative medicine interventions. Most of these people were in the 25-to-49 age group. This national survey reported that Americans made more visits to complementary health care practitioners, including acupuncturists, than to MDs. A study conducted in 1994 showed that over 69% of physicians recommended complementary or alternative therapies to their patients at least once in the previous year, and 23% of the physicians had used complementary therapies themselves. A follow-up national survey by Dr. Eisenberg on trends in alternative medicine use was published in the *Journal of the American Medical Association (JAMA)* in 1998. This article reported a 47.3% increase in total visits to alternative medicine practitioners over seven years

Acupuncture and Oriental Medicine in the United States

- from 427 million in 1990, to 629 million in 1997 - thereby exceeding total visits to all US primary care physicians. This trend has expanded dramatically in the 30-plus years since Dr. Eisenberg's original report. Studies show that acupuncture is the first choice of US medical practitioners who refer patients to a complementary medicine provider. An article appearing in the March 5, 2002 issue of *Annals of Internal Medicine* (the official publication of the American College of Physicians and the third largest medical journal in the United States) stated that acupuncture holds the most credibility in the medical community amongst all the complementary medical systems. In an article in *Annals of Internal Medicine*, July, 1997, "Advising Patients Who Seek Alternative Medical Therapies," Dr. David Eisenberg cited five principal reasons individuals seek complementary treatment including acupuncture: 1.) Health promotion and disease prevention. 2.) Conventional therapies have been exhausted. 3.) Conventional therapies are of indeterminate effectiveness or are commonly associated with side effects or significant risk. 4.) No conventional therapy is known to relieve the patient's condition. 5.) The conventional approach is perceived to be emotionally or spiritually without benefit. An article which appeared in the May, 1998 issue of the *Journal of the American Medical Association* by John A. Astin, Ph.D. reported the results of a statistically representative survey of Americans about their use of acupuncture, homeopathy, herbal therapies, chiropractic, massage, exercise, vitamin therapy, spiritual healing, life-style diet, relaxation, folk remedies, and others. This survey indicates that patients suffering from chronic pain, anxiety, chronic fatigue, sprains/strains, addictions, arthritis, and headaches - which account for 75% of all visits to a physician - have a low success rate with conventional medical treatment. Traditional Chinese medicine, including acupuncture, has a well-documented history of success in treating medical conditions such as chronic pain, anxiety, chronic fatigue, sprains/strains, addictions, arthritis and headaches. Traditional Chinese medicine is a complete medical system with a comparative advantage in treating pain conditions, functional gastroenterological problems, gynecological health issues, and skeletal diseases. disorders, chronic diseases, neurological and musculoskeletal diseases.

Acupuncture and Oriental Medicine Education

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

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

Acupuncture and Oriental Medicine in the United States

Acupuncture and State Licensure

In 1973, Nevada became the first state to adopt a system of licensure for acupuncturists. In 1974, Oregon conducted the first formal examination of acupuncture candidates. New York adopted a standard for licensure in 1975. Today, forty-seven states, plus the District of Columbia, have an acupuncture statute and license the professional practice of acupuncture (the states which do not license acupuncture as of 2024 are: Alabama, Oklahoma, and South Dakota). Candidate licensure in most states requires passing the examinations provided by the National Certification Commission for Acupuncture and Oriental Medicine (NCCAOM), with the exception of California, which has its own examination. Most states have separate acupuncture boards to govern the practice of acupuncture, while some states choose other governance options such as the Board of Medical Practice (Minnesota), Department of Public Health (Connecticut), or Department of Regulation and Licensing (Wisconsin). The acupuncture boards in most states generally consist of acupuncturists who review applicants and regulate the practice of acupuncture.

AAHW publishes state-by-state information on acupuncture licensing requirements on its website: www.aahw.edu, click on "Who We Are," click on "Professional License Information & Disclosure." NCBAHM also provides information on acupuncture licensing and certification standards of individual states on its website: www.ncbahm.org/state-licensure/.

Acupuncture and Oriental Medicine Research

Acupuncture and Chinese medicine have been continuously practiced for thousands of years. Before TCM/acupuncture began to achieve higher visibility in the West in the 1970's, very little scientific research had been done in the United States, although researchers in Asia had been applying scientific methodology to traditional Chinese medicine (TCM) for decades. After traditional Chinese medicine including acupuncture gained a foothold in the West, there was a demand for scientific studies that would either prove or conclusively disprove the success stories that acupuncture enthusiasts were claiming. Skeptics were sure that the bright light of scientific methodology would show that Chinese medicine, and especially acupuncture, was all "smoke and mirrors." Significantly, the scientific studies have largely backed up the claims of Chinese medicine, lending support to those who wish to take the best of conventional and complementary medicine and integrate them. Improved Acupuncture research has steadily increased over the years. A consensus conference on acupuncture convened by the National Institutes of Health (NIH) in 1998 concluded its panel report with the endorsement "...there is sufficient evidence of acupuncture's value to expand its use into conventional medicine and to encourage further studies of its physiology and clinical value." Scientific evidence has firmly established that acupuncture is effective for many conditions including post-operative pain from dental surgery, and nausea and vomiting from chemotherapy. Presently, there is a booming, ever-growing interest by researchers around the world in applying the scientific methodologies of clinical trials, pharmaceutical research, and double-blind studies to acupuncture, Chinese herbal medicine, Qigong, and Tai Chi.

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

Master's Degree Programs:

Master of Acupuncture

Master of Acupuncture w/ Chinese Herbal Medicine

Program Description

The American Academy of Health and Wellness offers two programs leading to a Master's degree in acupuncture: Master of Acupuncture (MAc); and Master of Acupuncture with a Chinese Herbal Medicine Specialization (MAcCHM). These programs prepare graduates to professionally practice modalities of traditional Chinese medicine such as acupuncture, TuiNa massage, and Oriental dietary therapy. Courses in Western biomedicine educate students in the basics of anatomy, physiology, pathology, and assessment, providing them with the background and confidence to discuss medical conditions with patients and physicians, and to recognize when patients should be referred to other healthcare professionals.

Students learn the essentials of traditional Chinese medicine (TCM), including foundational principles and theory, diagnostic principles and pattern recognition, and pathology. TCM theory is translated into practical application as students are taught acupoint location and therapeutic point combinations; acupuncture needling techniques; cupping; moxibustion; scalp, hand and ear acupuncture; medical massage techniques, dietary therapy, and the ancient practices of Tai Qi and Qi Gong.

In AAHW's on-site student clinic, students begin with 180 hours of observing patient intake and treatment. After passing a qualifying pre-clinical exam, MAc-program students complete 600 hours of patient assessment and treatment as an intern under the direct supervision of highly-skilled licensed acupuncturists, and MAcCHM students complete 720 hours of supervised internship with an emphasis on the application of Chinese herbal medicine to their patients. Student interns achieve competency in TCM assessment techniques, TCM diagnosis, TCM treatment modalities, creating accurate treatment notes, time management skills, and timely referrals.

Hybrid Program Format: AAHW programs offer a flexible format which combines distance learning courses and in-person courses. In general, most academic courses are presented online, whereas *all* clinical courses require in-person attendance. Academic courses which have a "hands-on" component – such as acupuncture point location, needling techniques, or physical assessment – combine online learning with on-campus practice sessions. Online courses are synchronous, requiring attendance in real time according to published class schedules.

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

Google Classroom is a dynamic virtual environment where students engage actively with course content. Built-in assessment tools enable instructors to administer quizzes, 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 students to track their progress throughout the trimester.

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

National Certification: The Academy's master-degree programs meet the educational standards which prepare graduates to sit for board examinations administered by the National Certification Board for Acupuncture and Herbal Medicine (NCBAHM). NCBAHM certification is required to qualify for licensure in Minnesota, Wisconsin, and most other states. AAHW does not guarantee passage of exams, licensure, certification to practice, or employment upon completion of its programs.

Master of Acupuncture

The **Master of Acupuncture** degree program (MAc) consists of 136 semester credits. The program includes 1650 hours of didactic classroom instruction and 780 hours of clinical practice. In addition to the essential TCM and biomedicine courses, the curriculum incorporates courses on classical and modern acupuncture needling techniques.

Program Length: Students may attend full-time or part-time. The MAc program is designed to be completed in three years of full-time study, or nine 15-week trimesters. Full-time attendance is 15 or more credits per trimester. The maximum time for completion of the program is six years, or 18 trimesters in attendance.

Master of Acupuncture w/ Chinese Herbal Medicine Specialization

The **Master of Acupuncture with Chinese Herbal Medicine Specialization** degree program (MAcCHM) consists of 182 semester credits. The program includes 2280 hours of didactic classroom instruction and 900 hours of clinical practice. Specific herbal instruction includes 180 hours of instruction on single herbs, 180 hours of instruction on medicinal herbal formulas, and 270 hours of instruction on the application of Chinese herbology to specialty areas including gynecology, neurology, dermatology, and geriatrics.

Program Length: Students may attend full-time or part-time. The MAcCHM program is designed to be completed in four years of full-time study, or twelve 15-week trimesters. Full-time attendance is 15 or more credits per trimester. The maximum time for completion of the program is eight years, or 24 trimesters in attendance.

Switching Programs: On matriculation, students designate which master's program they are enrolling in by signing a Declaration of Major form. After matriculation, students may switch from one program to the other by signing a Program Transfer Request form. Switching programs will significantly affect both program length and program cost, as well as affecting the duration of clinical internship. Therefore, students who are considering a program change must discuss their decision with the Academic Dean or Campus Director to be fully informed of the effect this decision will have on their individual circumstances.

Program Completion Time

The program start date for each student is the first day of the trimester in which the student matriculated. A student's program completion time and total program cost depend on the following factors: program selected; credit load each trimester; trimesters off; and transfer credits.

Program: The 182-credit MAcCHM program will take longer to complete and cost more than the 136-credit MAc program. Switching from the longer MAcCHM program to the shorter MAc program, or *vice versa*, will affect completion time and total cost.

Credit load: Full-time attendance is defined as 15 or more credits per trimester. A student who attends full-time should complete the program in 9 trimesters (MAc) or 12 trimesters (MAcCHM). Part-time attendance (8–14 credits per trimester) will result in more trimesters needed to complete the program.

Trimester(s) Off: Program completion time is calculated according to trimesters in attendance. A student must be registered for classes and attending those classes to be considered "in attendance." If a student is not registered during a trimester, that trimester does not count toward the maximum allowed trimesters to complete the program. A trimester off is considered to be a withdrawal from the program, unless a student requests an "active status" classification while completing incomplete course work (see "Maintain Active Status Fee (6)" under Financial Information on page 61). Students who take trimesters off while pursuing their studies will extend their program completion time. A student who is withdrawn for three or more consecutive trimesters must re-apply to the program and submit updated application materials.

Credit Transfer: Transferred credits will reduce the total tuition cost, but will incur a Transfer-Credit Fee. (See "Credit Transfer" page 60 and "Financial Information" page 61.) Program completion time may be affected, depending on the number of transfer credits accepted.

Acupuncture Program Curriculum Outline

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

First Year

First Trimester

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

Second Trimester

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

Third Trimester

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

Master's Degree Program in Acupuncture

Second Year

First Trimester

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

Pre-clinical Examination

Second Trimester

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

Third Trimester

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

Acupuncture Program (MAc) Course Descriptions

AC1101 **TCM Theory** **4 credits/60 hours**

Prerequisites: **None**

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

AC1102 **Meridians** **2 credits/30 hours**

Prerequisites: **None**

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

AC1103 **TCM & Chinese Culture** **2 credits/30 hours**

Prerequisites: **None**

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

AC1104 **Anatomy & Physiology I** **4 credits/60 hours**

Prerequisites: **None**

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

AC1105 **Western Medical Terminology** **2 credits/30 hours**

Prerequisites: **None**

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

AC1106 **Surface Anatomy** **2 credits/30 hours**

Prerequisites: **None**

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

AC1107 **Tai Chi** **2 credits/30 hours**

Prerequisites: **None**

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

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AC1108 Clinical Observation I 2 credits/60 hours

Prerequisites: None

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

AC1201 TCM Diagnostics I 4 credits/60 hours

Prerequisites: TCM Theory

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

AC1202 Point Location I 4 credits/60 hours

Prerequisites: TCM Theory

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

AC1203 TCM Pathology 2 credits/30 hours

Prerequisites: TCM Theory

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

AC1204 Anatomy & Physiology II 4 credits/60 hours

Prerequisites: None

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

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AC1304 **OSHA/CNT** **1 credits/15 hours**

Prerequisites: **None**

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

AC1305 **Dietary Therapy & Nutrition** **2 credits/30 hours**

Prerequisites: **TCM Theory**

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

AC1308 **Clinical Observation III** **2 credits/60 hours**

Prerequisites: **Completion of Clinical Observation II**

A continuation of AC1208.

AC2101 **Acupuncture Techniques** **4 credits/60 hours**

Prerequisites: **Point Location I & II**

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

AC2102 **Acupuncture Prescriptions** **4 credits/60 hours**

Prerequisites: **Point Location I & II**

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

AC2103 **Western Pharmacology** **2 credits/30 hours**

Prerequisites: **Anatomy & Physiology I&II; Western Pathology**

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

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AC2104 Applied Acupuncture Points 2 credits/30 hours

Prerequisites: TCM Theory, Meridians, Point Locations

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

AC2105 Western Physical Assessment 4 credits/60 hours

Prerequisites: Anatomy & Physiology I & II

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

AC2106 CPR/First Aid 1 credits/15 hours

Prerequisites: None

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

AC2201 Classical Needling Techniques 2 credits/30 hours

Prerequisites: Point Location I & II

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

AC2202 Modern Needling Techniques 2 credits/30 hours

Prerequisites: Point Location I & II

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

AC2203 Laboratory Data Reading 2 credits/30 hours

Prerequisites: Anatomy & Physiology I&II; Western Pathology

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

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AC2204 Medical Tuina 2 credits/30 hours

Prerequisites: TCM Theory

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

AC2205 Clinical Practice I 4 credits/120 hours

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

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

AC2301 Micro-acupuncture Systems 4 credits/60 hours

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

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

AC2302 Western Internal Medicine 4 credits/60 hours

Prerequisites: Anatomy & Physiology I & II; Western Pathology

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

AC2303 Pediatric Tuina 2 credits/30 hours

Prerequisites: TCM Theory; Point Location I & II

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

AC2305 Clinical Practice II 4 credits/120 hours

Prerequisites: Pre-clinical Exam

A continuation of AC2205.

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AC3101 Medical Referral 2 credits/30 hours

Prerequisites: Anatomy & Physiology I & II; Western Pathology

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

AC3102 Western Gynecology/Pediatrics 2 credits/30 hours

Prerequisites: Anatomy & Physiology I & II; Western Pathology

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

AC3103 Acupuncture Therapeutics I 4 credits/60 hours

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

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

AC3201 Biomedicine Case Analysis 2 credits/30 hours

Prerequisites: Anatomy and Physiology I & II; Western Pathology; Western Physical Assessment; Lab Data Reading

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

AC3202 Acupuncture Therapeutics II 4 credits/60 hours

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

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

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AC3203 Acupuncture Counseling 2 credits/30 hours

Prerequisites: TCM Diagnostics I and II

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

AC3205 Clinical Practice IV 4 credits/120 hours

Prerequisites: Pre-clinical Exam

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

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

Prerequisites: None

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

AC3302 Case-Based TCM Foundation 2 credits/30 hours

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

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

AC3303 Practice Management 2 credits/30 hours

Prerequisites: None

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

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AC3304 Acupuncture Board Review 2 credits/30 hours

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

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

AC3305 Clinical Practice V 4 credits/120 hours

Prerequisites: Pre-clinical Exam

A continuation of AC 3205.

Acupuncture w/Herbal Medicine Program Curriculum Outline

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

First Year

First Trimester

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

Second Trimester

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

Third Trimester

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

Master's Degree Program in Oriental Medicine

Second Year

First Trimester

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

Second Trimester

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

Third Trimester

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

Pre-clinical Examination

Master's Degree Program in Oriental Medicine

Third Year

First Trimester

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

Second Trimester

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

Third Trimester

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

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1108 Clinical Observation I 2 credits/60 hours

Prerequisites: None

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

1201/1301 TCM Diagnostics I & II 4 credits/60 hours

Prerequisites: TCM Theory

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

1202 Point Location I 4 credits/60 hours

Prerequisites: TCM Theory

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

1203 TCM Pathology 2 credits/30 hours

Prerequisites: TCM Theory

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

1204 Anatomy & Physiology II 2 credits/30 hours

Prerequisites: None

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

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1302 **Point Location II** **4 credits/60 hours**

Prerequisites: **TCM Theory**

A continuation of 1202. This course focuses on the Small Intestine, Urinary Bladder, Kidney, Pericardium, Triple Burner, Gall Bladder, Liver, Governing Vessel and the Conception Vessel meridians and extra meridians. Also included is a selection of extra points, the depths and angles of needle insertion, as well as contraindications for needling and moxibustion.

1303 **Clinical Chinese Herbology I** **4 credits/60 hours**

Prerequisites: **TCM Theory**

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

1304 **Anatomy & Physiology III** **4 credits/60 hours**

Prerequisites: **None**

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

1305 **TCM Dietary Therapy II** **2 credits/30 hours**

Prerequisites: **TCM Theory**

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

1306 **Clinical Observation III** **2 credits/60 hours**

Prerequisites: **Completion of Clinical Observation II**

A continuation of 1208.

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2101 **TCM Diagnostics III** **4 credits/60 hours**

Prerequisites: **TCM Diagnostics I & II**

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

2102 **Acupuncture Prescriptions** **4 credits/60 hours**

Prerequisites: **Point Location I & II**

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

2103 **Clinical Chinese Herbology II** **4 credits/60 hours**

Prerequisites: **TCM Theory**

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

2104 **Western Medicine Pathology I** **2 credits/30 hours**

Prerequisites: **Anatomy & Physiology I, II & III**

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

2105 **Medical Chinese*** **2 credits/30 hours**

Prerequisites: **None**

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

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2201 **OSHA/CNT** **1 credit/15 hours**

Prerequisites: **None**

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

2202 **Acupuncture Techniques** **4 credits/60 hours**

Prerequisites: **Point Location I & II**

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

2203 **Clinical Chinese Herbology III** **4 credits/60 hours**

Prerequisites: **TCM Theory**

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

2204 **CPR/First Aid** **1 credit/15 hours**

Prerequisites: **None**

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

2205 **Western Medicine Pathology II** **2 credits/30 hours**

Prerequisites: **Anatomy & Physiology I, II & III**

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

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2301 **TCM Treatment Principles** **2 credits/30 hours**

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

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

2302 **Auricular Acupuncture** **2 credits/30 hours**

Prerequisites: **Point Location I & II**

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

2303 **Chinese Herbal Formulas I** **4 credits/60 hours**

Prerequisites: **Chinese Herbology I, II & III**

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

2304 **Western Physical Assessment** **4 credits/60 hours**

Prerequisites: **Anatomy & Physiology I, II & III**

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

2305 **Medical Tuina** **2 credits/30 hours**

Prerequisites: **TCM Theory**

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

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3101 TCM Internal Medicine I 4 credits/60 hours

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

This course focuses on discussion of about 30 commonly seen diseases in TCM internal medicine which are treated with herbal medicine. Each of the diseases is introduced by name, etiology, pathogenesis, pattern differentiation, main manifestations, analysis of the clinical manifestations, treatment principles, formulas and their modifications.

3102 Neurological Disorders in TCM 2 credits/30 hours

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

This course introduces the techniques and skills on how to treat neurological disorders. It will cover the main manifestations of different conditions of the neurological system, their pattern differentiation and the herbal medicine and acupuncture treatment techniques.

3103 Chinese Herbal Formulas II 4 credits/60 hours

Prerequisites: Chinese Herbology I, II & III

A continuation of 2303. Sixty classical formulas and their variations are presented and treatment strategies are discussed. Formula groups to be covered include formulas that harmonize, expel Dampness, warm interior Cold, and tonify.

3104 Western Internal Medicine 4 credits/60 hours

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

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

3105 Advanced Acupuncture Techniques* 2 credits/30 hours

Prerequisites: Point Location I & II

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

3106 Clinical Practice I 4 credits/120 hours

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

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

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3201 TCM Internal Medicine II 4 credits/60 hours

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

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

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

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

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

3203 Chinese Herbal Formulas III 4 credits/60 hours

Prerequisites: Chinese Herbology I, II & III

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

3204 Pediatric Tui Na 2 credits/30 hours

Prerequisites: TCM Theory; Point Location I & II

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

3205 Scalp and Hand Acupuncture 2 credits/30 hours

Prerequisites: Point Location I & II

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

3206 Clinical Practice II 4 credits/120 hours

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

A continuation of 3106

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3301 TCM Dermatology 2 credits/30 hours

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

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

3302 Chinese Patent Herbal Medicine 2 credits/30 hours

Prerequisites: Chinese Herbology I, II & III

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

3303 Survey of Health Care Systems 2 credits/30 hours

Prerequisites: None

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

3304 Laboratory Data Reading 2 credits/30 hours

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

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

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

Prerequisites: Point Location I & II

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

3306 Clinical Practice III 4 credits/120 hours

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

A continuation of 3206

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4101 TCM Gynecology/Obstetrics 4 credits/60 hours

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

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

4102 Febrile Diseases 2 credits/30 hours

Prerequisites: Chinese Herbology I, II & III

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

4103 Western Gynecology/Pediatrics 2 credits/30 hours

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

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

4104 TCM Geriatrics 2 credits/30 hours

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

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

4105 Board Review 2 credits/30 hours

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

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

4106 Clinical Practice IV 4 credits/120 hours

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

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

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4201 TCM Psychology 2 credits/30 hours

Prerequisites: TCM Theory

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

4202 Western Pharmacology 2 credits/30 hours

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

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

4203 Medical Referral 2 credits/30 hours

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

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

4204 TCM Counseling 2 credits/30 hours

Prerequisites: TCM Diagnostics I, II & III

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

4205 Advanced Herbal Prescriptions* 2 credits/30 hours

Prerequisites: Chinese Herbology I, II & III

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

4206 Clinical Practice V 4 credits/120 hours

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

A continuation of 4106.

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4301 TCM Case Studies 2 credits/30 hours

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

Offers many interesting topics, such as how Chinese medicine looks at emotions, sentiments and feelings, how Chinese medicine analyzes the relationship between psychological problems and disease of the body. Unique and complicated cases from the experience of long-term practitioners will be presented in this course. Also provides the opportunity for students to bring in difficult cases for discussion.

4302 TCM Pediatrics 2 credits/30 hours

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

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

4303 Practice Management 2 credits/30 hours

Prerequisites: None

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

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

Prerequisites: None

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

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

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

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

4306 Clinical Practice VI 4 credits/120 hours

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

A continuation of 4206.

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

Student Policies

Student Attendance

Students are expected to attend all regularly-scheduled classes and clinic shifts, and special seminars as required. Students are responsible for all assignments and for the content of all classes. Students are not disciplined or dismissed from the program based on their attendance record, *per se*. However, the cumulative effect in any given course of unexcused absences, tardiness, and/or leaving class early can result in grade reduction or failing the course (see “Unexcused Absence” below), which in turn can affect a student’s GPA to the point of receiving an academic warning or probation (see pages 49-50 of this catalog).

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

Excused Absence: To qualify as an excused absence, the student must go on record by notifying the Registrar’s office of the specific class(s), clinic shift(s), or school event the student is missing, and the reason for absence. Notification may be given in person, by phone message (651-493-3622), or by email (Registrar@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 student must provide an acceptable reason for the absence. Acceptable reasons for absence include: illness; accident; personal or family emergency; military obligation; jury duty; significant social obligation such as a funeral; severe weather event; or vehicle breakdown. Students who request more than two excused absences for the same reason may need to provide school administration with documentation of the cited problem, such as a doctor’s note or bills for vehicle repair.

For academic classes, students are also responsible for contacting the course instructor in regard to making up or rescheduling any tests, quizzes, course work, reading assignments, presentations, etc. which were missed due to the student’s absence.* Coursework which is completed to the instructor’s satisfaction will satisfy course requirements and will not affect the student’s grade.

**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).*

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

Unexcused Absence: If a student does not notify the Registrar’s office or the instructor, or does not have a valid reason for absence, absence from class becomes an “unexcused absence.” In general, absence will not be excused if the reason for absence is a circumstance that is within the student’s ability to control, but the student has failed to do so. Examples of unacceptable reasons: “I overslept”; “I wasn’t ready to take that test”; “I missed my bus”; “I’m going to a baby shower”. Three unexcused absences from class result in an automatic reduction of a student’s final grade by one grade (*i.e.* a “B” grade would automatically become a “C” grade). A student who has more than three unexcused absences from a class (*i.e.* has missed more than 20% of the class content) may fail the course. A student with four or more unexcused absences who wants to complete a course will have to meet with the Academic Dean and the course instructor and work out a viable plan to meet the academic requirements of the course.

Tardiness and Leaving Early: Tardiness is defined as “arriving more than 10 minutes after class begins,” and “leaving early” means leaving class before the instructor dismisses class. Five combined instances of coming more than 10 minutes late or leaving more than 10 minutes early equal one unexcused absence from class. Missing more than 50% of a class by coming late or leaving early, without the permission or authorization of the instructor, will count as one unexcused absence.

Attendance sheets are maintained for all academic classes and clinic shifts by course instructors and clinic supervisors. Instructors mark students present or absent on their attendance sheet at the beginning of class and monitor tardiness. Students with two consecutive weeks of unexcused absence are reported to the Registrar, who will investigate the student’s overall attendance (see pg. 47 “Withdrawals”). Course attendance records are turned in to the Registrar at the midpoint and end of each trimester.

Student Policies

Leave of Absence

A student may request a Leave of Absence, which allows the student to interrupt study while maintaining current registration. An LOA may only be taken within a specific trimester/enrollment period: the stated return date may not fall after the end of the enrollment period during which the LOA is taken. LOA applications must be made in advance, unless circumstances prevent the student from doing so. LOA applications must be signed, dated, and state the reason for the leave request. Requests are reviewed by the Academic Dean or Campus Director. Permission is usually granted for any of the following reasons:

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

The expected date of return must be specified, and an LOA is normally limited to no more than sixty days. A student on LOA who does not return within the allowed time limitations is considered to be an involuntary withdrawal from his/her program, and may be required to re-enroll in the program under the admission policies then in effect (see "Withdrawals" below). Students on federal financial aid see "Withdrawals" for the consequences of failing to return from an LOA by the specified return date.

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

Withdrawals

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

If it is confirmed that a student has not attended any classes or other official school functions for fourteen (14) consecutive days, and has not notified school administration of the reason for absence or applied for an official Leave of Absence, the student will be classified as an unofficial or involuntary withdrawal. Involuntary withdrawals do not entail or require direct notification of withdrawal from students. Students who do not return from an approved LOA by their stated return date are also considered to be involuntary withdrawals, and their last date of attendance before the inception of the LOA is their official last date of attendance. For students whose withdrawal status is determined by failure to attend classes, the school Registrar obtains attendance sheets from the student's instructors and determines the last date the student attended any class.

For students on financial aid, their last date of attendance is reported to the loan originator (such as the U.S. Department of Education), and establishes both the amount of loan funds which the school must return to the originator (if any), and the beginning of the student's grace period in relation to the student's repayment of loan funds. For self-pay student balances, the Registrar will determine if a tuition refund is due according to the standard refund schedule for dropped courses (see "Refund Policy," page 64). If a refund is due, it will be mailed to the student's last known address within 30 days of the date when the school determined the student's last date of attendance.

Withdrawn students may simply register and rejoin their program within a year of leaving. If it has been more than three consecutive trimesters since withdrawal, the student must reapply to the program, pay the current application fee, and be formally accepted by the Admissions Officer. Any outstanding balance must be paid in full before a returning student can register for classes. Failed courses must be re-taken at current tuition rates.

Student Policies

Student Records

Student educational records include all documents containing personally-identifiable information pertaining to students which are maintained by AAHW. Maintenance of student records by AAHW conforms to federal regulations under the Family Educational Rights and Privacy Act of 1974 (FERPA), which are designed to protect student privacy. Hard-copy student records are kept in administrative offices, in locked file cabinets and/or in office rooms which are locked when not occupied by administrative staff. Electronic records are maintained on password-protected computers and backed up in the cloud on a daily basis. Authorized AAHW employees may access student records for the purposes of monitoring academic and clinic performance, maintaining business office records, ordering and disbursing financial aid, and complying with state and federal agencies. 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.

Enrolled students must keep AAHW informed of their current contact information.

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

All records pertaining to a student's admission and progress through the program will be retained by AAHW for a minimum of ten years after graduation or withdrawal, with the exception of students' transcripts, which are retained permanently. Retained documents include:

- 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 students' completion of required clinical practice work.
- Test scores for the comprehensive preclinical exam and exit exam.
- 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.

Academic Progress

All students must continue to make satisfactory academic progress (SAP) throughout the program to remain in good standing. Failure to meet the Academy's SAP requirements can result in academic probation, inability to qualify for federal financial aid, or even dismissal from the program. Academic progress is specifically assessed based on the following factors:

- Maintaining an overall minimum grade point average of 2.0;
- Being on track to complete the program in the maximum timeframe*;
- Passing all core curriculum courses in a maximum of three attempts;
- Passing the comprehensive pre-clinical and exit examinations in a maximum of three attempts.

A minimum 2.0 or C average must be maintained for all courses taken in a student-based academic year. (A student-based academic year is three consecutive trimesters during which a student is registered for, and attending, classes.) A minimum cumulative 2.0 GPA is required for graduation. All clinic work must meet the Academy's evaluation criteria. Students must remain on track to complete their program in the maximum allowed timeframe*, with an expectation that they will complete a minimum of 24 credits in their academic year. Students have three chances to pass core curriculum courses and comprehensive qualifying tests: failing a class or comprehensive exam three times will result in dismissal from the program. Students who receive a failing grade in any core curriculum course will be required to repeat that course. Elective classes do not have to be repeated. Tuition for repeated courses will be assessed at current tuition rates.

**Maximum of 18 trimesters in attendance for Master of Acupuncture program; maximum of 24 trimesters in attendance for the MAcCHM program.*

Student Policies

Monitoring Student Progress:

Student performance is monitored in the classroom and clinic on an ongoing basis:

1. Instructors send a copy of course grade and attendance sheets to the Registrar after mid-term exams and final exams. The Registrar notifies the Academic Dean and other school administrators of any student who is not meeting SAP requirements at the mid-point or end of a trimester. Students who are not on track to meet program SAP standards are advised how to address or correct their SAP issue.
2. In clinical courses, student Interns and Observers are observed closely by faculty supervisors, and are provided with ongoing modeling and feedback in regard to patient assessment, therapeutic skills, and case management.
3. At two key stages of the program, student progress is assessed via a comprehensive exam. Before beginning clinical internship, students must pass a written and practical pre-clinical examination. Before graduation, students must pass a comprehensive exit examination. These qualifying tests demonstrate program learning outcomes in regard to students' preparedness to treat patients and to pass the NCBAHM national board tests.
4. Students may access and track their academic records at any time via the school's online platform.

Academic Warning/Probation/Dismissal/Reinstatement

Unsatisfactory Academic Progress: Students who do not make satisfactory academic progress (SAP), as defined in the Academic Progress section, above, may be placed on warning status or probationary status, depending on the circumstances. Students are also notified if there is a danger that they may not complete the program successfully in the required timeframe, even though they are currently meeting SAP standards (see "Notification of Progress to Graduation Issues," below).

Academic Warning: Students who have failed to meet the SAP criteria for minimum grade point average or completing the program in the maximum time frame are put on Academic Warning status at the end of the trimester during which they have failed the SAP criteria and have until the end of the following trimester to correct the cited problem. If the issue is resolved, the warning status is removed. Students who have failed a core curriculum course or a Comprehensive exam twice are warned that they must pass on their third attempt or be dismissed from the program. (See "Comprehensive Examinations" page 53.)

Notification of Progress-to-Graduation Issues: Students who still meet SAP criteria, but who demonstrate academic problems at the end of a trimester such as failing a course or carrying course incompletes for one or more trimesters will receive a written notice that these issues must be addressed within their remaining maximum timeframe to complete. Students who have completed fewer than 16 credits in two trimesters of their academic year are reminded of the requirement to complete 24 credits in a three-trimester academic year. Whether a student is on academic warning or probationary status or not, any student who is within two trimesters of their maximum completion time (18 trimesters for MAc program; 24 trimesters for MAcCHM program) and has unresolved completion issues will be notified of their completion deadline and asked to sign a disclaimer that they are aware of the deadline and wish to continue with the program.

Academic Probation: If a SAP issue has not been corrected by the end of the trimester following the Academic Warning notice, the student 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. Students who are placed on Academic Probation status for GPA or time-to-complete issues are required to meet with the Campus Director and submit a written plan to resolve the SAP issue(s) which resulted in probation. Students have a maximum of two trimesters on Academic Probation status to resolve and remediate the SAP issue(s). If the issue is resolved, the student is reinstated and regains eligibility for financial aid.

Dismissal: If an Academic Probation issue is not resolved by the end of the second trimester on probation, the student will be dismissed from the program, but may qualify for reinstatement (see below). Students who fail a core curriculum course or comprehensive exam on their third attempt are dismissed from the program. In the case of dismissals due to failing a core curriculum course or a comprehensive exam three times, a student who wishes to continue the program must reapply to the program under the admissions criteria then in effect. Students who reapply under these circumstances and are accepted will be treated as transfer-in students and may have to retake a portion of the program coursework, according to ACAHM standards then in effect.

Student Policies

Reinstatement: A student who has been dismissed for GPA or time-to-complete issues may apply for reinstatement by submitting a written appeal to the Academic Dean which presents any mitigating circumstances and a specific plan to correct the SAP problems and prevent their recurrence. The Dean will respond to the written appeal within ten (10) business days of receiving it, and either permit the student to rejoin the program or confirm the dismissal. Reinstated students remain on probationary status and have a further trimester to resolve the cited SAP issue(s). Failure of a reinstated student to resolve SAP issues after a further trimester will result in permanent dismissal from the program.

Grievance Process for Academic Dismissals:

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

- Minnesota Office of Higher Education, 1450 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, Minnesota 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 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 54). Students are expected to follow published school policies on personal and professional conduct (pages 50-51) 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.

Students 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 students should advise school administration 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, etc. submitted in regard to the completion of a course are the student's own work. Students should be careful to distinguish their work from information derived from other sources in print or online, including information and opinions obtained from other people. Correctly citing the sources and origins of others' work is the student's responsibility.

Student Policies

- A student who knowingly submits plagiarized content in an assignment will receive a “0” or Fail on the assignment. If the plagiarism was unintentional, the student will have to resubmit the assignment with correct attribution of sources.
- If a student 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 the Student Clinic: When working in AAHW’s Student Clinic as a student observer or student intern, students must dress in clean, business-appropriate attire, wear closed-toed shoes, and wear the name tag issued by the school. Student interns must ensure that their patients have signed all required consent forms before treating them, wash their hands before treating patients, follow the protocols taught in AAHW’s clean needle techniques course, and complete their patient treatment notes using the clinic’s online charting format within 24 hours of completing a treatment. AAHW also subscribes to the NCBAHM Code of Ethics for TCM practitioners (see page 72 of this Catalog), and expects student interns to observe its stipulations in regard to non-discrimination, patient privacy, appropriate conduct, avoidance of misrepresentation, etc.

Discipline: Generally, incidents of unprofessional conduct 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 54) are grounds for summary dismissal from the program.

Grievance Process: Warning or Dismissal for Unprofessional Conduct

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

1. The student may request a meeting with the Campus Director and/or the Title IX Coordinator for discussion and potential resolution of the problem.
2. In the event of a warning: If the initial dialogue fails to resolve the issue, the student may submit a written statement to the Campus Director, explaining why the warning should be retracted, or proposing a remedial plan to resolve the behavioral problem. The Campus Director will refer the written complaint to the school President for consideration and resolution.
3. In the event of a dismissal: The student may submit a written statement to the Campus Director, explaining why the dismissal should be retracted, and/or proposing a remedial plan to resolve the behavioral problem. The Campus Director will then 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 Campus Director is directly involved in the grievance, a member of the school administration who is not involved in the grievance will select 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 Campus Director, school President, and directly-concerned 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 student.
4. After the President’s decision, if a student believes the ruling is unfair, they may contact the Accreditation Commission for Acupuncture and Herbal Medicine (ACAHM); the Minnesota Office of Higher Education (MOHE); or the higher-education agency of their state of residence:
 - Minnesota Office of Higher Education, 1450 Energy Park Drive, Suite 350, St. Paul, MN 55108, telephone 651-642-0567; email: info@ohe.state.mn.us; website: <https://www.ohe.state.mn.us>
 - ACAHM, 500 Lake St. Suite 204, Excelsior, MN 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.

Student Policies

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

Grievance Process: Interpersonal Conflicts

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

1. The individual with the grievance is encouraged to resolve the issue directly with the concerned party through frank, respectful discussion.
2. If this dialogue fails to resolve the grievance, the student may arrange a meeting with the Campus Director or Title IX Coordinator for review and resolution of the problem.
3. If the grievance is still not resolved, the student may submit a written statement to the Campus Director, explaining the circumstances of the grievance and requesting that school administrators conduct a formal investigation of the student’s complaint. The Campus Director, COO, and President will investigate the circumstances of the complaint, arrive at a decision or resolution, and respond to the student, 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 student’s complaint, they will be substituted with a different administrator.)
4. If the 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.

Comprehensive Examinations/Qualifying Tests

Comprehensive examinations are used to assess overall student knowledge at two key stages of the program. Passing both examinations in a maximum of three attempts, with a minimum score of 70% for each test component, is a requirement for graduation (see page 48 "Academic Warning/Dismissal" and page 55 "Graduation Requirements").

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

Student Policies

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

Student Rights and Privileges

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

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.

Equal Opportunity Statement and Notice of Nondiscrimination

The American Academy of Health and Wellness (AAHW) is committed to the principles of equal employment opportunity and equal educational opportunity. AAHW 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 or philosophy, 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 for academic courses are based on completion of the course requirements, as detailed in the course syllabus. At the first class meeting, students receive a course syllabus which lists each required component of the course such as exams, written assignments, oral presentations, or practical demonstrations of learned skills or techniques. The syllabus describes the value of each course component in calculating the final grade (generally in terms of percentage or point scores), which is expressed as a letter grade (see below).

For clinical training courses, clinic supervisors issue a letter grade based on their assessment of students' knowledge and application of clinical skills, as well as students' compliance with clinic procedures and protocols. Prior to the first observation or internship experience, students receive a copy of the evaluation form (student Observers) or clinical skills rubric (student Interns) used by their supervisors to assess and grade their performance. Students are graded at the completion of each 120-hour Clinical Practice course or 60-hour Clinical Observation course. Students must also turn in a log at the end of each clinic course to document their experience.

Tardiness and unexcused absences may affect a student's final grade (see "Attendance" page 46)

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

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

The Registrar enters final course grades for each student on AAHW's online academic management system as they are received from the instructors. Students may access their online academic records any time.

Course Incompletes

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

Student Policies

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

Independent Study

Within the Master's degree program, individual courses may be taken on an Independent-Study (I/S) basis if students meet the indicated circumstances and criteria. Independent Study is defined as taking an AAHW course for credit without attending the regularly-scheduled in-person or online course. Because the I/S option deprives students of the benefit of experiencing classroom participation, AAHW generally limits I/S to the following circumstances:

- Senior-level students who are missing a required class and would otherwise need to remain enrolled for one or more trimesters beyond their expected graduation date.
- Students experiencing a life crisis, such as a medical condition, who would fall behind in their studies without the I/S option.

The following conditions/requirements apply to I/S classes:

- Requests to take an I/S course must be reviewed and approved by school administration. Considerations include the student's academic and life circumstances, as well as the availability of an appropriate course instructor.
- Students must submit both a Registration form and an Independent Study Request form to the Registrar prior to the beginning of the trimester.
- An I/S request must be approved by both AAHW Administration and the course instructor. The student will be notified of the Administration's decision as soon as possible following submission of the request form.
- Requested I/S courses should be academically-oriented. Clinical courses and courses requiring physical contact (such as Point Location, Acupuncture Techniques, or Western Physical Assessment) are not appropriate for I/S.
- If an I/S request is approved, the student is responsible for contacting the course instructor to receive study materials and course assignments, and arranging with the instructor to take examinations, complete course projects, etc..
- Students will keep a log or spreadsheet, documenting how many hours they have spent completing the course requirements (Example: "June 8: 2 hours, reading"). Based on a ratio of two hours' study for each hour of class time, students should document a minimum of 90 hours for a 30-hour class and 180 hours for a 60-hour class. A portion of logged hours must include direct communication between the student and the instructor, either by electronic or in-person contact: 5 hours for a 30-hour course; 10 hours for a 60-hour course. The log is submitted to the course instructor on completion of all required work to receive a grade.
- I/S coursework is assessed and graded by the course instructor based on the criteria and course objectives as presented in the course syllabus. Attendance requirements are satisfied by meeting instructors' criteria for submitting assignments, taking tests, and attending meetings.
- Students will be assessed a non-refundable Independent Study Fee of \$75.00 per credit in addition to the regular tuition for that course.
- If an I/S course is failed, the student must repeat the course when it is offered as a class-attendance course, at current tuition rates.

Graduation Requirements

Master of Acupuncture

The Master of Acupuncture (MAc) degree program at the American Academy of Health and Wellness was designed to be completed in three years/nine trimesters of full-time attendance. However, students may attend part-time and take up to 18 trimesters in attendance to complete the program. To satisfactorily complete the program, students must meet the following requirements:

- Complete all required coursework with at least a cumulative 2.0 or “C” average.
- Achieve at least a 70% passing grade on the Academy’s comprehensive Pre-Clinical and Exit examinations. (See pages 53-54 of this Catalog.)
- Complete Clinical Practice requirements for patient treatments: a minimum of 300 total patient treatments, including a minimum of 60 new-patient treatments, utilizing TCM treatment modalities.
- Complete the program within the maximum time frame of 18 trimesters in attendance.
- Settlement of all financial obligations to the Academy.

Master of Acupuncture with Chinese Herbal Medicine Specialization

The Master of Acupuncture with Chinese Herbal Medicine Specialization (MAcCHM) degree program at the American Academy of Health and Wellness was designed to be completed in four years/12 trimesters of full-time attendance. However, students may attend part-time and take up to 24 trimesters to complete the program. To complete the program, students must meet the following requirements:

- Complete all required coursework with at least a cumulative 2.0 or “C” average.
- Achieve at least a 70% passing grade on the Academy’s comprehensive Pre-Clinical and Exit examinations. (See pages 53-54 of this Catalog.)
- Complete Clinical Practice requirements for patient treatments: a minimum of 360 total patient treatments utilizing TCM treatment modalities, including a minimum of 72 new-patient treatments; documentation of a minimum of 210 Chinese herbal medicine consultations.
- Complete the program within the maximum time frame of 24 trimesters in attendance.
- Settlement of all financial obligations to the Academy.

Admission Procedures

Educational Background Requirements

To be eligible for admission to the master's degree programs at the American Academy of Health and Wellness, applicants must have completed at least two academic years (60 semester credits or 90 quarter credits) of post-secondary education from an institution accredited by an agency recognized by the U.S. Department of Education. The cumulative grade point average for the minimum required admission credits must be 2.0 or better. Of the 60-semester-credits or 90-quarter-credits, at least 20 semester credits or 30 quarter credits must have been taken in general education courses. General education courses can be in any of the following categories: humanities, communications, social sciences, mathematics and natural sciences.

A maximum of 30 semester credits or 45 quarter credits (or 50%) of the prerequisite education requirement of 60 semester hours/90 quarter hours may be earned through the College Level Examination Program (CLEP) examinations or Straighterline courses. Equivalency credit for military training may be assigned according to recommendations established by the American Council on Education (ACE).

Required Application Documents

Prospective students may apply for admission to the Fall trimester (which begins in September) or Winter trimester (which begins in January). The following documents must be submitted for application:

1. Completed Application for Admission Form: Download and submit the Application Form on pages 70-71 of this Catalog, or visit www.aahw.edu to submit an electronic application form. Click on the Admissions page and scroll down to "Apply." Or, at the bottom of each page under "Our Campus" click on "Application."
2. A 500-word essay (on a separate sheet) addressing the following: *Why have you decided to study acupuncture and Chinese medicine at this time? Do you have personal experience with traditional Chinese medicine as a patient or through friends/family members? Describe an experience where you were able to help someone, or discuss why you want to be a healthcare practitioner.*
3. Official transcripts from post-secondary institution(s) attended, indicating satisfactory completion of a minimum of two years' post-secondary education. Students who have completed their education in another country must have their foreign credentials evaluated by a recognized evaluation service, such as an agency, which is an accredited member of the National Association of Credential Evaluation Services (NACES). All transcripts and evaluations must be sent directly to the AAHW's Admissions Office from the educational institution or agency.
4. Two letters of recommendation from non-family members, sent directly to AAHW's Admissions Office by the writer. Letters from individuals who know the applicant in an educational, professional or business context are preferred.
5. English Proficiency Requirement: English is the language of instruction for all classes at AAHW. For those whose native language is not English, please refer to the detailed information in the section, "International-Student Applications", below.
6. Application fee of \$50.00. This application fee is non-refundable.

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

International-Student Applications

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

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.

Admission Procedures

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.

Application Deadline

It is preferable to submit application documents to AAHW's Admissions Office 3-4 months before the beginning of the trimester, to ensure that the admissions process goes smoothly. However, AAHW will accept application materials up to the beginning date of the trimester, provided that all the required documents are received by that date. 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 day the trimester starts, but is missing an item 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. Conditionally-accepted students may attend classes, and will be billed for tuition/fees. Conditionally-accepted students may not apply for financial aid until all required admissions materials are received and an official acceptance letter is issued.

Enrollment of Former AAAOM Students

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

- Master's program applicants must complete at least one half (50%) of their total credits in AAHW's curriculum. No more than 50% of total program requirements will be accepted as transfer credits. Of that 50%, no more than 25% of clinical training requirements will be accepted as transfer credits.
- No grade lower than C/2.0 will be accepted for transfer credit.
- If course credit was earned more than five years prior to admission to AAHW, applicants will have to take and pass a determination exam for that course, thereby demonstrating retention of course content and competencies, in order to transfer in those credits.

Admission Procedures

Non-Matriculated Students

It is possible for individuals to enroll in and attend AAHW courses as non-matriculated students. Generally, such individuals might audit a beginning-level course such as TCM Theory for personal-growth reasons. Non-matriculated students who want to take an advanced-level course must meet general program admission standards and course prerequisite requirements, or demonstrate sufficient prior education and experience to successfully complete the course(s). Non-matriculated students may not observe or practice in the student clinic. An individual who takes a master-degree 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 degree program.

Credit Transfer

Once students have matriculated into their program, they may submit a request to transfer course credits from previously-attended educational institutions. Students who wish to transfer prior-education credits into AAHW's programs should discuss credit transfer requirements during the admissions process and submit a credit-transfer request during their first trimester at AAHW. Transferred credits will reduce the program's total tuition cost, but will incur a Transfer-Credit Fee. Program completion time may be affected, depending on the number of transfer credits accepted.

AAHW does not grant transfer credits based on vocational or life experience. Coursework taken at an unaccredited institution will not be considered. AAHW does not offer matriculating students advanced standing in its programs based on credits earned at another educational institution.

Credit transfers must meet the following requirements:

- Credits must have been taken at an educational institution accredited or pre-accredited by an agency recognized by the U.S. Department of Education.
- A minimum grade of C, 2.0 grade point average, or a score of 70% must have been achieved in the course.
- Courses must be essentially equivalent to the AAHW course, in content and hours, as described in the AAHW Master's Catalog. Applicants may be asked to supply a course description from the previously-attended institution to verify course content.
- Only courses taken within the previous five years are eligible for direct transfers (see below).

Students may be required to take a determination exam before credit can be awarded, under the following circumstances: If course credit was earned more than five years prior to admission to AAHW, the student will be required to pass a determination exam to demonstrate that they have retained course content and competencies. If a course has been taken within the previous five years, but the Academic Dean is not satisfied that the requested transfer course is a close-enough match for the equivalent AAHW course, the student will be required to pass a determination exam in the equivalent AAHW course. Students do not pay tuition for transferred credits, but must pay credit transfer and/or determination exam fees at current institutional rates (see "Tuition and Fees", below).

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

Individuals who take AAHW courses on a non-matriculated basis and subsequently matriculate in a master's program may not transfer in any AAHW courses taken as a non-matriculated student.

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

Financial Information

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

Tuition and Fees*

Application Fee	\$50 (non-refundable)
Registration Fee	\$35 (per trimester)
Late Registration Fee (1)	\$50 (additional)
Late Drop/Add Fee (2)	\$35
Tuition per Credit	\$325
Transfer-Credit Fee (3)	\$50 (per course)
Independent Study Fee (4)	\$75 (per credit)
Malpractice Insurance Fee (5)	\$100 (per trimester)
Maintain Active Status Fee (6)	\$75 (per trimester)
Official Transcript Fee	\$25
Diploma Fee	\$25
Graduation Fee	\$100
Determination Exam Fee (7)	\$50 (per credit)
Determination Exam Processing Fee	\$50
Tuition for Course Audit (8)	\$243.75 (per credit)
Charge for Returned (NSF) Check	\$35
Credit Card Processing Surcharge	3.2% of charged amount

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

Explanation of Fees

(1) A late registration fee is charged when Registration forms are submitted after the “registration deadline” date noted on the officially-issued trimester class schedule. Generally, the registration deadline is two weeks before the first day of classes. Once a signed and dated Registration form has been submitted to the Registrar, any additions or alterations of registration should be submitted on a Drop/Add form. The late registration fee is waived for new, first-trimester students.

(2) A late drop/add fee is charged when Drop/Add requests are submitted to the Registrar more than seven calendar days after the first day of classes for the trimester. The late Drop/Add fee is waived for new, first-trimester students.

(3) Courses must have been taken within the previous five (5) years to qualify for direct transfer. See “Credit Transfer” on page 60.

(4) For information on Independent Study criteria, see page 56.

(5) Student interns are charged a fee to cover their malpractice insurance every trimester they treat patients in AAHW's student clinic.

(6) A Maintain Active Status fee is assessed for students who are not registered for any courses during the current trimester, but who maintain contact with school instructors and administrators and are actively engaged in resolving incomplete coursework from previous trimesters. Financial aid recipients are reported to the Department of Education as “less than half-time” and are not eligible for financial aid during the trimester. Financial aid recipients generally lose their repayment deferment if they fall below half-time enrollment for six months.

(7) A determination exam is required if a student wishes to receive transfer credits for courses taken more than five years previously, or if it is difficult to determine course equivalency. The determination exam assesses whether sufficient knowledge of a subject has been retained to pass the analogous AAHW course.

(8) Students may choose to audit a course. The audit tuition rate is 75% of the current tuition rate per credit. No grade or credits are given for audited courses. Audited courses do not qualify for financial aid reimbursement. Non-matriculated students who audit courses may not transfer those audited courses into the program if they subsequently matriculate.

Mandatory Program Costs: Master of Acupuncture*

Tuition: 136 required curriculum credits at \$325 per credit: \$44,200

Application Fee (non-refundable): \$50

Registration Fee: \$35 per trimester. Registration Fee for nine trimesters: \$315

Malpractice Fee: (five trimesters of Clinical Practice): \$500

Graduation Fee: \$100

Minimum Total Program Cost (tuition and mandatory fees): \$45,165

**Minimum total program cost is based on completing the program in nine trimesters with no additional trimesters in attendance, no elective or repeated courses, no additional trimesters in clinical practice, and no additional costs or fees (see below)*

Mandatory Program Costs: Master of Acupuncture with Chinese Herbal Medicine Specialization*

Tuition: 182 required curriculum credits at \$325 per credit: \$59,150

Application Fee (non-refundable): \$50

Registration Fee: \$35 per trimester. Registration Fee for twelve trimesters: \$420

Malpractice Fee: (six trimesters of Clinical Practice): \$600

Graduation Fee: \$100

Minimum Total Program Cost (tuition and mandatory fees): \$60,320

**Minimum total program cost is based on completing the program in twelve trimesters with no additional trimesters in attendance, no elective or repeated courses, no additional trimesters in clinical practice, and no additional costs or fees (see below)*

Additional Program Costs:

Tuition: Students who choose to take elective courses, or who are required to repeat curriculum courses because they failed the course will be assessed tuition for the additional credits at current program tuition rates.

Audited courses: Students who choose to audit a course pay 75% of the current tuition rate per credit.

Registration fee: Students who take more than nine trimesters (MAc program) or twelve trimesters (MAcCHM program) to complete their program will be assessed \$35 for each additional trimester in attendance (Registration fee).

Late fees: Assessed when students fail to submit a registration form or drop/add form to the Registrar by the required deadline.

Service fees: Assessed for returned non-negotiable checks and credit card payments.

Administrative fees: A fee is charged for the administrative work entailed in issuing official transcripts and diplomas, and for processing determination exams, credit transfers, independent study requests, and active-status requests.

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

Students receive a billing statement at the beginning of each trimester in attendance, with payment due upon receipt. Financial aid recipients are considered to have paid their tuition bill if their pending financial aid disbursement will cover their tuition. Financial aid recipients whose loan disbursement does not cover their entire tuition bill, and self-pay students who cannot pay the balance due upon receipt of their statement have the option of settling their balance due via installment payments (see below).

The following fees or charges may apply:

- AAHW will assess a \$35 Returned Check 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

Students who have a balance due for tuition at the beginning of the trimester may choose to pay their debt in installments. The following conditions apply:

- Students must submit a signed, dated Tuition Payment Plan to the Registrar at the beginning of the trimester.
- The payment period consists of the first twelve (12) weeks of the trimester.
- The student may designate up to three installment payments within the payment period.
- The student may determine the amount of each installment payment, as long as the total of all payments is equal to the amount owed.
- The final installment payment must be received by the Registrar no later than the end of the twelfth (12th) week of the trimester.

- Students who have not paid the total amount owed under the terms of the Tuition Payment Plan will not be allowed to register for the subsequent trimester until the student's debt balance has been settled. Students who have completed the program will not graduate until their debt balance 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 payment plan.**

Available Types of Financial Aid

Federal Financial Aid: The Academy participates in the William D. Ford Federal Direct Student Loan Program (DSL Program), and disburses federal Department of Education Title IV funds. Students who request federal financial aid through the Academy's Financial Aid Office may qualify for unsubsidized or Graduate Plus loans*, depending on the student's circumstances and Department of Education criteria.

**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.*

Unsubsidized and Graduate Plus loans are available to students regardless of financial need. Dollar amounts available through the DSL program as well as the interest rate and loan origination fees are determined annually by the U.S. Department of Education and are subject to change.

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

SELF Loans: The Academy is a participating school in the Student Educational Loan Fund (SELF) program which is administered by the Minnesota Office of Higher Education. SELF loans are intended to help students pay for their higher education, and are available to Minnesota residents attending any eligible institution, or non-residents in physical attendance at an eligible Minnesota institution. Students must be enrolled at least half-time and must provide a creditworthy co-signer to qualify for a SELF loan. 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. Students may apply directly online for SELF loans, but should consult with the Academy's Financial Aid Administrator for additional information about the SELF loan program and federal financial aid options. Visit the following website for information on SELF loan interest rates, repayment options, etc.: www.selfloan.state.mn.us.

VA Educational Benefits: Veterans, veterans' dependents, active-duty service members, and National Guard or Reserves members may be eligible for federal VA education benefits. All three of the Academy's graduate-level programs have been approved by the Minnesota State Approving Agency for VA educational benefits. Qualifying students must present a Certificate of Eligibility to the Academy's Financial Aid Office by the first day of classes. For further information in regard to eligibility, and to apply for benefits, contact:

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

To apply for federal benefits:

<https://www.va.gov/education/apply-for-education-benefits/application/1990/introduction>.

Minnesota residents may also qualify for additional benefits under the MN GI Bill, which is administered by the Minnesota Department of Veterans Affairs (MDVA). For information on State benefits: <https://mn.gov/mdva/resources/education/educationbenefits/mngibill.jsp>.

To apply for MN state benefits: <https://gibill.mn.gov/Home>.

In compliance with the Veterans Benefits and Transition Act of 2018, any student who has provided a Certificate of Eligibility to the Academy will not be penalized due to delayed disbursement of funding from the Department of Veterans Affairs. For example, students will not be assessed a late fee or denied access to classes or any school resource available to registered students.

Refund Policy

Each student who applies to matriculate in the Academy's Master's degree program shall be notified of acceptance/rejection in writing. Matriculating students must sign a Student Enrollment Contract. Notwithstanding anything to the contrary, if a student gives written notice of cancellation within five business days of the execution of the Student Enrollment Contract a complete refund, with the exception of the Application Fee, will be given within 10 business days regardless of whether or not the program has started. If a student gives written notice of cancellation after five business days of the execution of the Student Enrollment Contract, but before the start of the program, any tuition, fees, or other charges paid will be refunded to the student, with the exception of the Application Fee, which will be retained by the school. (*Wisconsin residents see Catalog Addendum pg 73-74 for Wisconsin resident refund policy.*)

Written notice of cancellation of the Enrollment Contract shall take place on the date the letter of cancellation is emailed or postmarked, or, if the notice is hand carried, it shall occur on the date the notice is delivered to the school. Any notice of cancellation shall be acknowledged in writing within 10 days of receipt of such notice, and all refunds shall be forwarded to the student within 30 business days of receipt of such notice.

This refund policy is not linked to any 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.

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

Withdrawal Refunds:

Withdrawal is defined as ceasing to attend all courses a student registered for. (*See "Withdrawals" pg 47.*) Once a last date of attendance has been determined, refund amounts (if any) will be calculated based on the last date of attendance (LDA). For self-pay students, tuition refunds will be sent to the student's address of record within 30 business days of the date the LDA was determined. For financial aid recipients, tuition refunds are generally returned to the loan originator. Students are not required to provide notice of withdrawal to qualify for a refund (*see pages 47 and 74 for additional details*).

Dropped Class Refunds:

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

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

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

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

Refund Policy for Wisconsin residents: pages 73/74

Student Facilities and Services

Library

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

Student Clinic

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

Herbal Pharmacy

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

Bookstore

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

Employment Services

AAHW does not provide employment services to graduating students, nor does AAHW have a work/study program. AAHW may post submitted job opportunities on its website, but does not provide a referral service. Any referrals which may be made by AAHW staff or employees to prospective employers are not based on direct contact with the employer regarding current job openings. AAHW does not guarantee employment based on conferred degrees.

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

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.

Student Handbook

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

Clinic Handbook

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

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

Faculty

Core Faculty:

Nancy Bierma: MSOM, L.Ac. (Minnesota) is the clinic Director of the American Academy of Health and Wellness. She graduated from Minnesota Institute of Acupuncture and Herbal Studies in 1998 and earned her Master of Oriental Medicine degree from Northwestern Health Sciences University in 2001. Ms. Bierma has maintained a private acupuncture and herbal medicine practice since 1999. She served as a faculty member, adjunct professor and clinic supervisor at Northwestern Health Sciences University in Bloomington, MN for twenty-two years, and as a faculty clinician at Woodwinds Natural Cure Center in Woodbury, MN and Highland Natural Care Center in St. Paul, MN.

Wei Cheng: Ph.D. (China), M.D. (China), MBA (Thailand), L.Ac. (Minnesota) is the Director of AAHW's Doctor of Acupuncture and Oriental Medicine (DAOM) program, and is an instructor for AAHW's master's degree programs. He graduated from Gansu College of Traditional Chinese Medicine with an MD degree in traditional Chinese medicine, then worked for ten years at Gansu College's affiliated teaching hospital as a registered doctor, specializing in traditional Chinese medicine practice. Dr. Cheng left hospital work to pursue an MBA degree at the Asian Institute of Technology in Bangkok, Thailand, with a special focus on the management of health care facilities. Dr. Cheng returned to his primary field of Chinese medicine to receive a Ph.D. degree from Shandong University of Traditional Chinese Medicine, in the area of classical Chinese medicine. Since 2013, Dr. Cheng has worked in the U.S. as an instructor of traditional Chinese medicine and as a licensed acupuncture practitioner.

Yubin Lu: Ph.D. (China), M.D. (China), L.Ac. (Minnesota) is the Academic Dean of the American Academy of Health and Wellness. He received his medical training at the Shandong University of Traditional Chinese Medicine, earning a Bachelor's degree, Master's degree, and Ph.D. degree in traditional Chinese medicine. He has served as an Associate Professor and Associate Dean at Shandong University of Traditional Chinese Medicine. In the U.S., Dr. Lu served as the Academic Dean at the American Academy of Acupuncture and Oriental Medicine for fifteen years, and as a professor at the Oregon College of Oriental Medicine. Dr. Lu's academic specialties include Chinese medicine theory, Chinese herbal medicine, classical Chinese medicine texts, and pulse diagnosis. In addition to being a gifted instructor, Dr. Lu pursues research on the application of acupuncture and Chinese medicine to the most commonly-seen health conditions, and he is the author of more than seventy books in this field. Dr. Lu's flair for teaching and comprehensive knowledge of traditional Chinese medicine attracts many acupuncture and TCM graduate students to his courses and seminars.

Xiping Zhou: M.D. (China), L.Ac. (Wisconsin) is the President of the American Academy of Health and Wellness. He received his baccalaureate and master's degrees in acupuncture from Heilongjiang University of Traditional Chinese Medicine in Harbin, China. As an acupuncture practitioner for over 25 years, Dr. Zhou has helped thousands of people through his comprehensive healing program which incorporates acupuncture, Chinese herbal medicine, and therapeutic Chinese massage. Dr. Zhou also has extensive experience as an educator. He founded East West Healing Arts Institute in 2000, serving as its President and faculty member for over 20 years.

Faculty:

Thomas Finnegan: D.C., M.B.A., M.S.M. earned his Doctor in Chiropractic from Northwestern Chiropractic College in 1989 and went on to earn a master's degree in Business Administration in 2010, and a Master of Science of Management in Healthcare Management in 2013. Additional education and honors include: Diplomate, American Academy of Experts in Traumatic Stress; Diplomate, American Association of Integrative Medicine; and Fellow, American Board of Disability Analysts. He has also served in the United States Air Force as a medical laboratory technician. Dr. Finnegan has been a local and national guest lecturer on the topics of insurance fraud and educational success. Dr. Finnegan practiced chiropractic medicine on Long Island, New York for 16 years while also investigating medical insurance fraud. In 2004 he returned to Minnesota as a full-time educator. Dr. Finnegan maintains a small active chiropractic practice.

Jun Xiao: M.D. (China), MSAOM, L.Ac. (Minnesota) has a distinguished 30-year career in integrative medicine, with an extensive background in cancer research. She received an M.D. degree and a Master of Science, Microbiology & Immunology from Shandong University in Jinan, China. Between 1994 and 2010 Dr. Xiao worked as a research associate or staff scientist at the University of Minnesota, Mayo Clinic, and Parker Hughes Institute and Cancer Center. In 2018, Dr. Xiao earned a Master of Acupuncture and Oriental Medicine degree from the American Academy of Acupuncture and Oriental Medicine. She currently practices as a licensed acupuncturist at her clinic in St. Paul, MN.

Siming Yang: M.D. (China), L.Ac. (Minnesota) graduated from the Hunan University of Traditional Chinese Medicine with an M.D. degree in traditional Chinese Medicine in 1982. In 1988, Dr. Yang received his Master's degree in traditional Chinese medicine under the guidance of Professor Xiao Zuotao, a recognized expert in traditional Chinese medicine. Dr. Yang also served as Chief Director and Associate Professor at the Hunan University of TCM. He has contributed extensive publications to journals of Chinese medicine in the areas of clinical observations, experimental research, and the theory of Chinese medicine. Dr. Yang has co-authored several textbooks which are used in Chinese medical schools in China. In the U.S., Dr. Yang has more than twenty years' experience as a researcher, TCM instructor, clinic supervisor, and acupuncture practitioner.

Governance and Administration

Board of Directors

- Xiping Zhou M.D. (China), L.Ac.
- Liping Mu, BS

Advisory Board

- Lindsay Engelke, PhD, LAc
- Sharon Hirsch, MD
- Danielle Shapiro, MD
- George Morrison, attorney
- Randall Nikola, JDC
- Cindy Pearson-Cater, MAcCHM, L.Ac
- Jun Xiao, MD(China), LAc
- Qin Yan, LAc
- Jianbo Yang, PhD(China), MD(China)

Administration

- President: Xiping Zhou MD (China), LAc
- Financial Officer: Liping Mu, BS
- Chief Operating Officer: Bruce Sun, MSOM, LAc
- Campus Director: Leila Nielsen, BS
- Academic Dean: Yubin Lu, PhD (China), LAc
- Clinic Director: Nancy Bierma, MSOM, L.Ac
- Financial Aid Administrator: Madeleine Kim, BA
- Registrar: Tiffany Wang, MSAOM, LAc
- Admissions Officer: Stephanie Tan, BA, MA
- Librarian: Amy Hanson, BA, MLIS
- Title IX Coordinator: Bruce Sun, MSOM, LAc, NACUA Title IX Coordinator Certificate
- VA School Certifying Official: Bruce Sun, MSOM, LAc



Trip to China

Academic Calendar

2026

Winter Trimester

Monday	January 5	Classes begin
Sunday	April 19	Trimester ends
Monday - Sunday	April 13-19	Final Exams

Summer Trimester

Monday	May 4	Classes begin
Sunday	August 16	Trimester ends
Monday -Sunday	August 10-16	Final Exams

Autumn Trimester

Tuesday	September 8	Classes begin
Monday	December 21	Trimester ends
Tuesday -Monday	December 15-21	Final Exams

2027

Winter Trimester

Monday	January 4	Classes begin
Sunday	April 18	Trimester ends
Monday -Sunday	April 12-18	Final Exams

Summer Trimester

Monday	May 3	Classes begin
Sunday	August 15	Trimester ends
Monday -Sunday	August 9-15	Final Exams

Autumn Trimester

Tuesday	September 7	Classes begin
Monday	December 20	Trimester ends
Tuesday -Monday	December 14-20	Final Exams

Legal Holidays — No Classes, AAHW Offices & Clinics Closed

	2026	2026
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

American Academy of Health and Wellness Application for Admission: Master's Degree 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:

Program: Master of Acupuncture Master of Acupuncture with Chinese Herbal Medicine Specialization

Enrollment Status: Full-Time Part-Time Non-Diploma student

Beginning Year: _____

Beginning Trimester: Winter Autumn

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

Institution	Date attended	Degree and Date	Major Field of study

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

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

11. Employment History. List in chronological order the jobs you have held in the past 5 years.

Employer Name	Position and Type of Employment	Dates

12. What is your current occupation? _____

13. Have you ever had a credential or license denied, revoked or suspended? Yes No
If yes, please explain:

14. Have you ever been convicted of a felony? Yes No
If yes, please explain:

15. Letters of recommendation. List the names of two persons (non-family members) who are sending letters of recommendation. Letters should be sent directly to AAHW by the writer. Recommendations preferred from individuals who know you in an educational, professional, or business context.

16. Personal statement. Please submit a 500-word essay (on a separate sheet) addressing the following: *Why have you decided to study acupuncture and Chinese medicine at this time? Do you have personal experience with traditional Chinese medicine as a patient or through friends/family members? Describe an experience where you were able to help someone, or discuss why you want to be a healthcare practitioner.*

17. List your hobbies and other interests. _____

18. How were you referred to AAHW? _____

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

- A. Completed Application for Admission Form.
- B. A personal statement as described above (#16).
- C. Application fee of \$50.00. Non-refundable.
- D. Official transcript from all post-secondary institutions attended (sent directly to AAHW Admissions Office from the institutions).
- E. Two letters of recommendation (sent directly to AAHW Admissions Office by the writers).
- F. Foreign students: Transcripts from foreign institutions must be evaluated by a NACES member before submission. You must submit the results of a recognized English language assessment test if English is not your native language or you have not previously attended an English-language school..

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

Signature: _____

Date: _____



CODE OF ETHICS

As an NCCAOM® Certified Diplomat, 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.*



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

MASTER's Programs:

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

Cancellation:

If a student cancels **within three business days* of either receiving written notice of acceptance by AAHW or signing the Student Enrollment Contract** (whichever occurred last) a complete refund of all monies paid will be issued to the student within 10 business days of cancellation (SPS 406.03), 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 was accepted but does not qualify for admission to the program and AAHW did not secure a disclaimer under Wisconsin statute SPS 409.04;
2. Enrollment was procured as the result of any misrepresentation in the written materials used by AAHW or in oral representations made by or on behalf of AAHW.

Withdrawal:

Withdrawal is defined as ceasing to attend all courses for which a student is registered. A written notice of withdrawal is not required to qualify for a refund. If notice is not given, refunds are based on a student's last date of attendance. (See *Determination of Withdrawal and Last Date of Attendance*, below.)

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

Days in Attendance/Percentage of Trimester	Percentage of Tuition Refunded
Day 1 – 11 (10%)	90% refund
Day 12 – 21 (20%)	80% refund
Day 22 – 32 (30%)	70% refund
Day 33 – 42 (40%)	60% refund
Day 43 – 53 (50%)	50% refund
Day 54 – 63 (60%)	40% refund
Day 64 – 105	no refund

AAHW will retain the student's Application Fee (\$50). If a student has pre-paid for any books, supplies or other charges, AAHW will make every effort to refund those payments. If a student wishes to return any books or supplies, which are already in his/her/their possession for a refund, the items must be returned in their original condition. If a refund is due, it will be mailed to the student's last known address within 40 days of the student's last date of attendance. If a student withdraws after completing 60% of instruction, and withdrawal is due to mitigating circumstances beyond the student's control, AAHW may refund a commensurate pro-rata amount.

This refund policy is not linked to any student conduct policy. 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 any classes or other official school functions for fourteen (14) consecutive days, and who does not notify school administration of the reason for absence or apply for an official Leave of Absence, will be classified as an unofficial/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.